

WASHINGTON | SUITE 2860 | CHICAGO, ILLINOIS 60602 | TEL 312 603-0200 | FAX 312 603-9939/9930

WIOA-Funded Apprenticeship Services Procedure

Overview

This procedure explains how to enter a **WIOA Title I funded** Apprenticeship Service in Career Connect. These instructions apply to the following service codes when funded by either an ITA or an OJT:

- Adult/Dislocate Workers:
 - o 315-PARTNER PROGRAM REQUIRED: Registered Apprenticeship Program (RAP)
 - o 332-PARTNER PROGRAM REQUIRED: Non-Registered Apprenticeship Program
- - o 401-PARTNER PROGRAM REQUIRED: Registered Apprenticeship Program (RAP)
 - 458-PARTNER PROGRAM REQUIRED: Non-Registered Apprenticeship Program

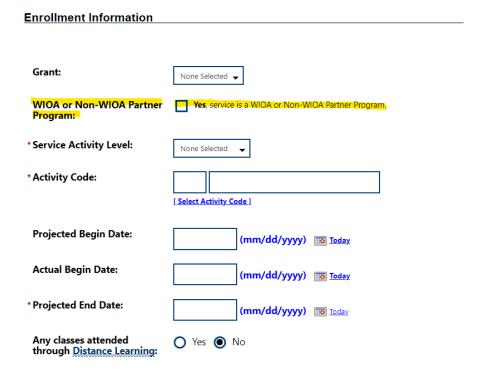
Please note, for Apprenticeships funded sources other than WIOA Title I, do not use the above service codes. Instead use "PARTNER PROGRAM REQUIRED: Training Paid by Non-WIOA Title I Funds" (code 327 for Adult/DW, code 429 for Youth). Please see the WIOA Services Definitions documents available on the Help Desk for instructions on how to enter this service code

(https://workforceboard.zendesk.com/hc/en-us/articles/360050548012).

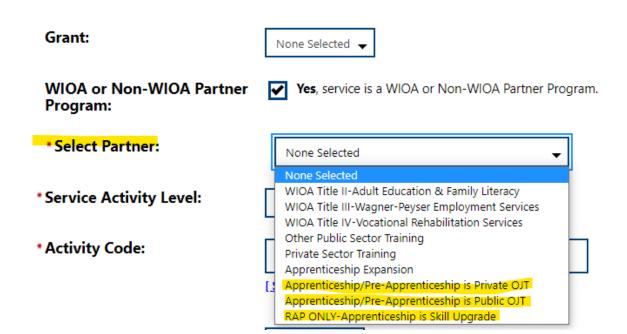
Instructions

- 1) Assist the applicable WIOA participant and go to Staff Profile > Case Management Profile > Programs and click Create a WIOA service activity.
- 2) Complete the first section of the "General Information" section as normal.
- 3) In the "Enrollment" Section:
 - Select the "Grant" if the Apprenticeship is being funded through a special grant such as a National Dislocated Worker Grant (NDWG/1N) or Statewide Rapid Response Additional Funding (aka 1E). In the Apprenticeship is funded through WIOA formula funds, leave the Grant field as "None Selected".

Check the "Yes, service is WIOA or Non-WIOA Partner Program" box.



- 4) Once the box is checked, a "Select Partner" option displays.
 - If the Apprenticeship is funded by an OJT, select one of the following:
 - o Apprenticeship/Pre-Apprenticeship is Private OJT
 - o Apprenticeship/Pre-Apprenticeship is Public OJT
 - If the Apprenticeship is not an OJT, select:
 - o RAP ONLY-Apprenticeship is Skill Upgrade



- 5) Pick the applicable "Service Activity Level" and the applicable service code:
 - "PARTNER PROGRAM REQUIRED-Registered Apprenticeship (RAP)" service (code 315 for Adult/DW; code 401 for Youth) or
 - "PARTNER PROGRAM REQUIRED-Non-Registered Apprenticeship Program (code 332 for Adult/DW; code 458 for Youth).
- 6) Enter the Actual Begin Date and Projected End Date.
- 7) If the Registered Apprenticeship is being funded through an ITA, set "Participant has been issued an ITA and the ITA will pay for this service" to "Yes". If the RAP is funded through an OJT, select "No".

*Service Activity Level:	Training Services 🔻
*Activity Code:	315 PARTNER PROGRAM REQUIRED-Regi:
	[Select Activity Code]
* An actual begin date or a proje	cted begin date is required.
Projected Begin Date:	(mm/dd/yyyy) 🔯 Today
Actual Begin Date:	04/12/2021 (mm/dd/yyyy) 📧 Today
*Projected End Date:	04/12/2022 (mm/dd/yyyy) Today
Any classes attended through <u>Distance Learning</u> :	○ Yes ● No
*Participant has been issued an ITA and the ITA will pay for this service:	Yes ▼

- 8) In the "State Specific Information" section:
 - State Fund: leave the default for WIOA formula funds; for special grants select the appropriate grant.
 - Bridge Program Activity: select yes or no as applicable
 - Green Related: select yes or no as applicable

State Specific Information

State Fund:	20681007 - 1A, 1D, 1Y, 1DC Adult, DislocWkr, Youth ▼
Supports Bridge Program:	Yes No
Bridge Program Activity:	Yes No
Green Related:	Yes No

- 9) Scroll down to the bottom of the screen and click "Next".
- 10) On the "Provider" screen select the approved Registered Apprenticeship provider and program.
- 11) If the location does not auto-populate, pick the location. (Note that you may need to try different locations to get a Relationship Number. If the location of the actual Apprenticeship is different than the location with the Relationship Number, include that information in the case note.)
- 12) Select an ONET and NAICS code.
- 13) The Relationship number should autofill.

* Provider: Openlands

Provider cannot be modified.

*Service, Course or Contract:

Arborist

Provider Service cannot be modified.

Provider Locations:

Openlands

25 East Washington Street, Suite 1650

Chicago, IL 60602

[Select Provider Locations]

Provider Contacts: Lorna Bates

[Select Provider Contacts]

*Occupational Training Code:

45401100 - Forest and Conservation

[Occupational Training Code]

*Industry Code and Description:

11 - Agriculture, Forestry, Fishing & F

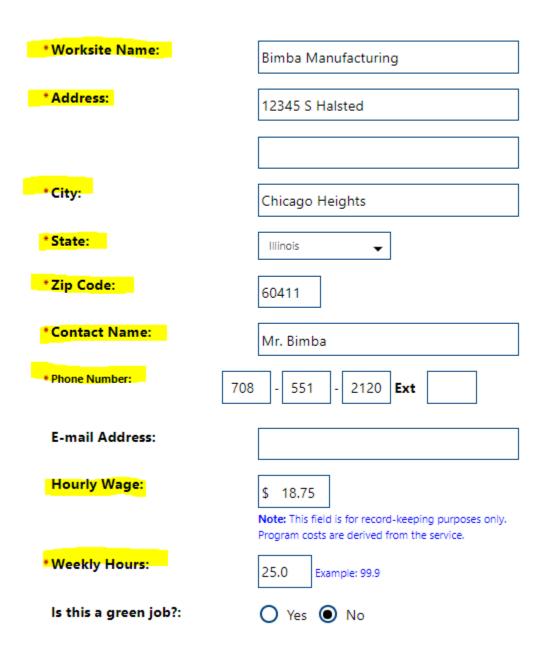
[Industry Code (NAICS)]

Relationship Number:

4100085

14) Click "Next". The system will display an alert at the top of the screen indicating that Worksite is required. Scroll down past the Provider information to add the worksite information. All fields with a red asterisk (*) are required.

Worksite Information



- 15) Click "Next" to go to the Closure screen. Add and save a case note detailing the apprenticeship.
- 16) Click "Finish" to complete and save the service.