



**NORTH CAROLINA DEPARTMENT OF COMMERCE  
DIVISION OF WORKFORCE SOLUTIONS**

**DWS POLICY STATEMENT NUMBER PS 02-2018, Change 1**

**Date: June 6, 2018**

**Subject: Work-based Learning Business Services Funding**

**From:**

**Daniel L. Giddens  
Assistant Secretary for Workforce**

**Purpose:** To support local Workforce Development Boards in connecting Workforce Innovation and Opportunity Act (WIOA) work-based learning activities to business and industry by making funds available to local Workforce Development Boards and to update request form.

**Background:** One of the many purposes of the Workforce Innovation and Opportunity Act is to support the alignment of workforce investment, education, and economic development systems in support of a comprehensive, accessible, and high-quality workforce development system in the United States. Also, WIOA provides America's workers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages and to provide America's employers with the skilled workers the employers need to succeed in a global economy.

The Division of Workforce Solutions expects a business services component that connects work-based learning to employers will be provided in all local workforce development areas and, to the degree possible, be coordinated on a regional basis. Work-based learning is a generic term that includes on-the-job training, incumbent worker training, apprenticeships, work experience, and other forms. While all forms of work-based learning are important, special focus should be placed upon incumbent worker training. Upgrading the training of incumbent workers may lead to promotional opportunities for them and create vacancies that could be backfilled with new employees. Incumbent Worker training can also assist with layoff aversion planning.

Recognizing that some local Workforce Development Boards may not have sufficient funds for this purpose, the Division is making available a request process for those local areas needing additional funds. (A Business Services Funds Request Form is provided as Attachment 1).

The Division will evaluate each application and award up to \$75,000 to support the local focus on business services. These funds are available to support the cost of Board staff dedicated to this initiative with the expectation that this investment will expand and enhance outreach to the business community. Competitive procurement is not required for hiring Board staff.

**Action:** Local Workforce Development Boards may apply for Program Year (PY) 2018 Local Area Business Services Funds in amounts of up to \$75,000 by submitting the attached form. Funds will be available for up to \$75,000 for future Program Years based on availability. Boards must apply each year for this funding.

**Effective Date:** Immediately

**Expiration:** Indefinite

**Contact:** Division Planner

**Attachment 1:** Business Services Funds Request Form

RESCINDED

## Business Services Funds Request Form

Local Area Name \_\_\_\_\_

I. PY \_\_\_\_\_ Business Services Funds are requested in the amount of \_\_\_\_\_.

Note: Funds are based on availability.

II. Provide a brief explanation of why funds are needed.

III. Provide a brief narrative of activities, accomplishments, and issues related to work-based learning business services in the local workforce development area in the past twelve months.

IV. Provide the planned number of participants to be served in each Work-Based Learning category for PY \_\_\_\_\_:

On-The-Job Training	Local Incumbent Worker Training	Internships	Job Shadowing	Paid/Unpaid Work Experience	Specify Other :

\_\_\_\_\_  
Local Workforce Development Area  
Director Signature

\_\_\_\_\_  
Date