

# DISLOCATED WORKER

## Activity Definitions and Performance Types

### **KEY:**

*Dislocated Worker = DW, Measurable Skill Gain Needed = M, Credential Needed = C*

#### **APPRENTICESHIP (DW, M, C)**

Registered Apprenticeships provide a unique combination of structured learning with on-the-job training from an assigned mentor. Related instruction, technical training or other certified training is provided by apprenticeship training centers, technical schools, community colleges, and/or institutions employing distance and computer-based learning approaches. Registered Apprenticeship Programs must be certified by the Minnesota Department of Labor.

#### **CAREER COUNSELING (DW)**

Facilitated exploration of occupational and industry information that will lead to a first, new, or better job for the job seeker. This can include career planning, case management, individual or group mentoring performed by the counselor, and other one-on-one services to assist a participant during program participation.

#### **CLASSROOM TRAINING (DW, M, C)**

An organized program or course of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels and results in an industry-recognized credential when successfully completed. Certificates awarded by Workforce Development Boards and work readiness certificates are not considered credentials because these types of certificates do not document the measurable technical or industry/occupational skills necessary to gain employment or advance within an occupation. Likewise, such certificates must recognize technology or industry/occupational skills for the specific industry/occupation.

#### **CLIMB CONSULTING (State DW Only)**

Services offered by organizations that provide assistance to develop a business plan, market, find funding sources for their business capital, etc. (e.g., Women Venture, SCORE, and Small Business Development Centers).

#### **CLIMB TRAINING (State DW Only)**

Training activities that pertain to that participant's business needs and goal.

#### **CREDENTIAL ATTAINED WITHOUT TRAINING (DW, M, C)**

Use when participant training costs are funded through other sources with only end of training tests or licensing fees paid by provider and/or if the credential at the end of the training is administered/issued by a state agency or other entity not directly affiliated with the training institution.

#### **CUSTOMIZED TRAINING (DW, M)**

Training that is designed to meet the specific requirements of an employer (including a group of employers) that is conducted with a commitment by the employer to employ an individual upon successful completion of the training and for which the employer pays a significant portion of the cost of training according to several criteria.

#### **EMPLOYED, PENDING EXIT ~ NO PERFORMANCE STATUS (DW)**

To be used when a case is no longer scheduled for future services due to obtaining employment but has received a service within the last 90 days. Since an individual is still considered a participant if they have received a service within 90 days, they cannot be exited during that 90-day window. If the participant is simply in the 90 day waiting period before a program exit can occur, all other activities on the case should be closed (they are no longer receiving those services) and this activity should be opened with the start date of the participant's last date of service. If no services are received during the 90 days, the participant should be exited from the program and the last date of service should be used as the exit date. This activity must be closed within WF1's Exit screen. If the participant receives a service within 90 days, this activity's start date should be changed to the new last date of service and the 90-day window restarts.

#### **ENTREPRENEURIAL TRAINING (DW, M, C)**

Training to start one's own small business. Training must end with an employer recognized credential.

#### **ESL TRAINING (DW)**

Provided training to increase spoken English skills if English is the participant's second language.

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### **FINANCIAL LITERACY TRAINING (DW)**

- Supporting the ability of participants to create household budgets, initiate savings plans, and make informed financial decisions about education, retirement, home ownership, wealth building, or other savings goals;
- Supporting the ability to manage spending, credit, and debt, including credit card debt, effectively;
- Increasing awareness of the availability and significance of credit reports and credit scores in obtaining credit, including determining their accuracy (and how to correct inaccuracies in the reports and scores), and their effect on credit terms;
- Supporting the ability to understand, evaluate, and compare financial products, services, and opportunities; and
- Supporting activities that address the particular financial literacy needs of non-English speakers, including providing the support through the development and distribution of multilingual financial literacy and education materials.

### **GED TRAINING (DW, M, C)**

Training to obtain a General Equivalency Diploma (GED).

### **HOLDING ~ NO PERFORMANCE STATUS (DW)**

The participant will be out of contact for more than 30 days (unexpectedly) Example: Has been institutionalized, a family member is very ill, the participant is injured. (3 months limit)

### **INCUMBENT WORKER CREDENTIAL WAIVER (STATE DW ONLY, M)**

Only to be used for participants with an eligibility basis of “Incumbent Worker”. This activity means the participant is still employed and to prevent their layoff they require training. The training needed will not end in a credential. Once training is completed, they are exited from the program and remain employed in a secure position.

### **INCUMBENT WORKER TRAINING (DW, M, C)**

Only to be used for participants with an eligibility basis of “Incumbent Worker”. This activity means the participant is still employed and to prevent their layoff they require training. The training needed will end in an employer recognized credential. Once training is completed, they are exited from the program and remain employed in a secure position.

### **INDIVIDUAL PLAN DEVELOPMENT (DW)**

IEPs are developed jointly by the participant and employment counselor when determined appropriate for program participation. The plan is an ongoing strategy to identify employment goals, achievement objectives, and an appropriate combination of services for the participant to achieve the employment goals. Service providers must keep IEPs current to ensure all parties involved are accountable for their responsibilities. Training, support services, and individualized services cannot be incurred, obligated, or distributed until after the participant is enrolled AND the participant and employment counselor have signed and dated the IEP. (see policy for specifics)

### **JOB CLUB ~ NO PERFORMANCE STATUS (DW)**

Open this activity when you refer your participant to attend scheduled job clubs

### **LOCAL FLAG ~ NO PERFORMANCE STATUS (DW)**

If you feel this should be used, contact [amy.carlson@state.mn.us](mailto:amy.carlson@state.mn.us) to discuss the situation.

### **NON-CREDENTIALLED TRAINING (DW)**

An organized program or course of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels but does not result in an industry-recognized credential when successfully completed.

### **OJT – PUBLIC or PRIVATE (DW, M)**

On-the-Job Training (OJT) is primarily designed to provide a participant with the knowledge and skills necessary for the full performance of the job. An OJT provides knowledge or skills essential to the full and adequate performance of the job, provides reimbursement to the employer of up to a percentage of the wage rate of the participant for the extraordinary costs of providing the training and additional supervision related to the training; and is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate. For more information and requirements of an OJT, see DEED’s Customized Training and On-the-Job Training (WIOA) Policy.

### **PARTNERING ~ NO PERFORMANCE STATUS (DW)**

If you feel this should be used, contact [amy.carlson@state.mn.us](mailto:amy.carlson@state.mn.us) to discuss the situation.

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## **Activity Definitions and Performance Types**

### **PENDING EXIT, OTHER ~ NO PERFORMANCE STATUS (DW)**

To be used when a case is no longer scheduled for future services due to leaving the labor force but has received a service within the last 90 days. Since an individual is still considered a participant if they have received a service within 90 days, they cannot be exited during that 90-day window. If the participant is simply in the 90 day waiting period before a program exit can occur, all other activities on the case should be closed (they are no longer receiving those services) and this activity should be opened with the start date of the participant's last date of service. If no services are received during the 90 days, the participant should be exited from the program and the last date of service should be used as the exit date. This activity must be closed within the WF1 Exit screen. If the participant receives a service within 90 days, this activity's start date should be changed to the new last date of service and the 90-day window restarts.

### **PLANNED EXTENDED LEAVE ~ NO PERFORMANCE STATUS (DW)**

The participant will be out of contact for more than 30 days (planned). Example: treatments, pregnancy, vacation. (3 month limit)

### **PRE-VOCATIONAL SERVICES (DW)**

Short-term services including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training. In some instances pre-apprenticeship programs may be considered as short-term pre-vocational services. Workshops covering topics such as resume writing, interviewing techniques, online job searches, LinkedIn, networking, career exploration or interest assessments are examples of pre-vocational services. Job Clubs and Career Fairs are also considered pre-vocational services.

### **STAFF ASSISTED ASSESSMENT (DW)**

All participants with less than a Associate's Degree must complete a math and reading assessment before being enrolled in training. In addition, ALL participants must complete skills and interest assessments before being enrolled in training.

### **STAFF ASSISTED JOB PLACEMENT (DW)**

Recommending participants to prospective employers (participant consent needed)

### **STAFF ASSISTED JOB SEARCH IN AREA (DW)**

Forwarding and informing the participant of relevant job postings related to their interested career/industry that are within a 35 mile commute from their residence. Includes providing information on in-demand industry sectors and occupations and information on non-traditional employment.

### **STAFF ASSISTED JOB SEARCH OUT OF AREA (DW)**

Forwarding and informing the participant of relevant job postings related to their interested career/industry that are further than 35 miles from their residence. Includes providing information on in-demand industry sectors and occupations and information on non-traditional employment.

### **STAFF ASSISTED RELOCATION (DW)**

Activity to track the timeframe Support Services are needed to assist the participant to relocate for a job.

### **TEMPORARY CALL-BACK ~ NO PERFORMANCE STATUS (DW)**

The participant was called back to their qualifying employer for a short term project. The participant must maintain contact at least every 30 days (3 month limit)

### **WORK EXPERIENCE (DW)**

An internship or work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. Internships and other work experience may be paid or unpaid, as appropriate and consistent with other laws, such as the Fair Labor Standards Act. An internship or other work experience may be arranged within the private for profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience setting where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists.

### **WORK READINESS SERVICES (AD, DW)**

Activities, programs, or services designed to help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills are considered work readiness services. These include services that build competencies in: Utilizing resources; Using information; Working with others; Understanding systems; Skills necessary for successful transition into and completion of postsecondary education or training, or employment; and Other employability skills that increase an individual's preparation for the workforce