



PARTICIPANT TRAINING/JOB SEARCH AGREEMENT

Per United States Department of Labor Employment and Training Administration 20 CFR Part 652 and 660 through 671, Workforce Investment Act (WIA); Final Rules, "the Department implements major reforms of the nation's job training system and provides guidance for statewide and local workforce investment systems that increase the employment, retention and earnings of participants, and increases occupational skills skill attainment by participants, and as a result, improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the Nation." As a participant in the WIA Adult, Dislocated Worker, or National Emergency Grant Program, you will be required to do the following (check all that apply):

General Requirements

- ✓ Notify your case manager if you change your address and/or telephone number.
- ✓ Notify your case manager if you have any changes in your personal situation and/or health that could impact the completion of your training and/or job readiness.
- ✓ Meet with your case manager by appointment on a monthly basis or more often as needed.

Requirements for Training

- ✓ Apply for Federal financial aid. All fund sources, with the exception of loans, will be considered in determining an individual's need for WIA funds. The exact mix of funds will be determined based on the availability of funding for training costs and supportive services. You are required to apply for Federal financial aid annually.
- ✓ Provide your case manager with documentation indicating submission of financial aid forms and a copy of the award or denial letter.
- ✓ Provide your case manager with copies of your registration and grades or updated transcript each quarter or as requested by your case manager.
- ✓ Attend classes at your training institution on a regular basis. Excessive absences or tardiness will be cause to terminate you from the program.
- ✓ Provide previous month's attendance, due by the 10th of each month, if required.
- ✓ You must maintain at least a 2.0 grade point average (GPA) for each term you are enrolled at school. If you drop below 2.0 for any one term, you will be placed on probation and have one term to raise your GPA back to 2.0. If unsuccessful, your training plan may be terminated. Note: If your school does not have a Satisfactory Progress Standard, you must meet the standard set forth in the IEP.
- ✓ If you must change, drop, or withdraw from a class or classes, notify your case manager in advance. It is your obligation to withdraw or drop before the school's drop deadline so that WIA is not charged for your tuition.
- ✓ Resolve problems with your instructor(s). If you feel that you cannot achieve satisfactory resolution, contact your case manager.
- ✓ *ONLY ITEMS REQUIRED FOR TRAINING WILL BE APPROVED FOR PAYMENT. Required items are defined as items required by all students in the class or program. This exclude items such as clothing, book bags/backpacks, and software programs not necessary to complete training.*

Requirements for Job Search

- ✓ Attend career planning and job development workshops as directed by your case manager.
- ✓ Once employed, provide your case manager with your employer name, job title, employer address, telephone number, and your wage. Client will contact his/her case manager each month for one year following exit date.

Failure to comply will result in your termination from the program and a loss of funding. Your signature confirms that you agree to the conditions stated above and realize that you are expected to seek full-time employment or will be, upon the completion of training, expected to seek full-time employment in the occupation for which you have received training.

Participant Signature

Date

Case Manager Signature
mjbv:mb

Date