



Administrative Guideline

AG-506: Career Advancement Accounts

To: Area 7 Sub-Grantees
From: John Trott, Executive Director
Re: Career Advancement Accounts (CAA)
Issued: March 3, 2007; reissued April 22, 2008 and September 18, 2009

Purpose

Career Advancement Accounts (CAA) are meant to be the fast track to short-term training services for workers impacted by the auto industry in Ohio. Since this program is intended to create a quick turnaround time, workers do not have to go through core or intensive services prior to being given a CAA, and cannot have a current Individual Training Account (ITA).

Background

This administrative guideline is a reissuance of AG-506: Career Advancement Accounts, which was originally released on March 3, 2007.

CAA started as a US Department of Labor pilot program in five states, including Ohio. CAAs were initially reserved only for workers impacted by Ford, DaimlerChrysler, and General Motors plant closures. On April 1, 2008, the Ohio Department of Job and Family Services (ODJFS) expanded the program to include all dislocated workers and workers at risk of losing their jobs (layoff aversion), regardless of whether they are auto-impacted.

ODJFS's most recent CAA policy is posted at http://jfs.ohio.gov/workforce/docs/workforceprof/WIAPL_09-04.pdf.

Action

Because it is meant to be the fast track to training, eligible participants do not need to go through core or intensive services prior to being issued a CAA.

Funding

The state will provide CAA funds on a first come, first served basis. CAA will end by 30 June 2010 or when the funds are expended, whichever comes first. Regardless of enrollment date, the training must be completed by 30 June 2010.

One-stops receive 5% for administrative costs associated with each CAA.

Eligibility

Eligibility for the CAA program allows both employed and unemployed workers to be eligible (either dislocated workers or workers at risk of losing their jobs), as well as displaced homemakers.

Participants must be either:

- 1) Dislocated or at risk of dislocation from a company affected by a Worker Adjustment Retraining Notification (WARN) mass layoff
- 2) Workers adversely affected by recent **domestic** automobile manufacturing restructuring activities.

Self-sufficiency standards do not apply.

If a CAA participant is co-enrolled in WIA (i.e. to provide WIA supportive services), the participant must meet the eligibility requirements of both programs. Co-enrollment subjects the worker to performance standards.

Trade-certified workers and WIA participants with ITAs are **not** eligible for CAA.

Documentation

Individuals must provide documentation of their eligibility. If acceptable documentation such as a notice of pending layoff is not available, self-attestation may be used.

CAA participants must be registered in Sharing Career Opportunities and Training Information (SCOTI).

The sub-grantee will develop a Career Training Plan and Participant Agreement signed by the CAA recipient. The Plan/Agreement will include:

- ◆ Worker's career goal
- ◆ Type of training desired/approved and anticipated date of completion
- ◆ Training provider name
- ◆ Attendance requirements (at a minimum, must meet the attendance requirements of the training provider)

- ◆ Pass/fail requirements (at a minimum, must meet the grade requirements of the training provider)
- ◆ Expectations for communication with case manager
- ◆ Procedures for follow-up upon obtaining employment
- ◆ Procedures for situations involving hardship and dropping out of the program
- ◆ Attestation that he/she understands and agrees to meet all conditions of CAA.

Training

Training funds for CAA must:

- ◆ Be used for training expenses such as tuition, books, and fees, directly related to improved job skills.
- ◆ Be limited to one year.
- ◆ Be no more than \$6,000.
- ◆ Result in a degree, license, or industry-recognized credential or certification. Customized training for specific employers is not allowed.
- ◆ Not a supplement to an ITA.

Allowable types of training include:

- ◆ Occupational skills
- ◆ Skill upgrading and retraining
- ◆ Entrepreneurial training
- ◆ Customized training
- ◆ Classroom training component of a registered apprenticeship
- ◆ Applied learning at the worksite
- ◆ In conjunction with other training (i.e. adult education, English language, and literacy activities)

If the provider is not on the Eligible Training Provider list (ETPO), it is the responsibility of the sub-grantee to verify the legitimacy of the provider.

Process

- ◆ Sub-grantees will maintain a Point of Contact (POC) and back-up POC with Robin Rice at ODJFS (robin.rice@jfs.ohio.gov). The POC will receive the funds request spreadsheet from ODJFS and will be the only person authorized to make requests for CAA funds.
- ◆ Requests for approval of all CAAs will be made directly to the state (WIAQNA@odjfs.state.oh.us) from each One Stop on the spreadsheet provided to each county's POC.
- ◆ The POC will copy the Area 7 administrative and fiscal office on each request:
Administrative Office:
 - ◆ Area7@clarkstate.edu

Fiscal Office:

- Region 1: area7_REGION1@odjfs.state.oh.us
 - Region 2: area7_REGION2@odjfs.state.oh.us
 - Region 3: area7_REGION3@odjfs.state.oh.us
- ◆ The sub-grantee will provide a training voucher to the provider.

Second CAA

If a worker fails to complete a training program under funded by a CAA, they will not be allowed to reapply for another CAA unless the failure was due to a hardship. Examples of “hardship” include, but are not limited to:

- ◆ Personal illness or illness of a family member for whom the participant acts as caregiver
- ◆ Incarceration
- ◆ Military deployment
- ◆ Death in the immediate family
- ◆ Unforeseen expenses

Reporting and Documentation

Recipients of CAAs must be reported in SCOTI. Standard WIA documentation for eligibility must be maintained in the participant’s file (i.e. copy of lay-off notice, Unemployment Compensation approval, etc.).