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Policy Letter #4

TO: All Workforce Innovation and Opportunity Act (WIOA) Sponsored Participants

FROM: Nedra Clayborne Rodriguez, Director

SUBJECT: Rules and Regulations Governing Workforce Innovation and Opportunity Act (WIOA) Sponsored Participants

The following rules and regulations will apply to all participants enrolled in Workforce Innovation and Opportunity Act (WIOA) sponsored training:

1. Participants' class hours are as scheduled by the training institution.
2. Participants are to call/contact their training institution and Career Services Manager if they expect to miss two (2) or more consecutive days from class.
3. Participants are expected to participate in all phases of the approved training activities, i.e., classroom instructions, clinicals, job site visitations, etc.
4. Participants must conduct themselves in an orderly manner to protect the rights of other participants, instructors and staff to prevent class disruptions.
5. While at the training site, participants are prohibited from consuming or having in their possession alcoholic beverages, drugs or controlled substances as defined by chapter 90, Article 5, of the North Carolina General Statute, unless otherwise prescribed or dispensed by a licensed physician.
6. Participants must not have in their possession any weapons, explosives, incendiary devices or objects considered dangerous.
7. Participants must not remove any items or tools from the training facility without written authorization from the instructor.

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Auxiliary aids and services are available upon request to individuals with disabilities

8. Participants will be required to pay the cost of equipment lost or not returned upon request by the instructor.
9. **Participants enrolled in training must complete a Bi-Weekly Attendance Form. The Bi-Weekly Attendance Form is required to verify attendance and the classes participants are currently enrolled in. Failure to submit the Bi-Weekly Attendance Form within 30 days will result in termination from WIOA sponsorship.**
10. **Participants enrolled in on-line classes are required to complete a Bi-Weekly Entitlement Request form to verify the total number of credit hours they are enrolled in.**
11. Participants must notify their Career Services Manager **immediately** when their address changes and complete the proper forms to make the change official. Participants must also notify their Career Services Manger when their telephone number or email address changes.
12. Participants enrolled in a curriculum are expected to carry a full load (minimum of 12 credit hours).
13. Participants must have all curriculum changes approved by their Career Services Manager. Only one (1) curriculum change will be approved during each participant's sponsorship. If the participant changes curriculum without the approval of the Career Services Manager, the sponsorship will be subject to termination.
14. **Participants are required to apply for the Pell Grant yearly. Failure to do so will subject the participant to termination of sponsorship. Participants are required to provide their Career Services Manager with verification of their financial aid eligibility annually.**
15. **Effective July 2014, participants approved for training will have a lifetime financial cap of \$8,000.00 to assist with tuition, books, and fees. Any exception must be approved in writing by the Workforce Development Board Director.**
16. Participants are required to maintain contact with their assigned Career Services Manager at least once a month.
17. Participants are required to maintain a 2.0 cumulative and semester grade point average. If the grade point average falls below 2.0, the participant will be subject to immediate termination from sponsorship.
18. Participants are required to follow the recommended schedule prepared by their school or training institution when registering for classes.

19. Participants who plan to withdraw from school or drop a class must contact their school and Career Services Manager for guidance prior to doing so.
20. Participants who withdraw from school or drop a class must return their books, tools, uniforms and supplies to their Career Services Manager if those items were paid for with WIOA funds.
21. Distance training may be taken as classroom training when it is a part of the curriculum or course of study. Participants are required to provide their Career Services Manager with periodic online tests and exam results as verification of class participation.

These rules and regulations are not intended to replace those of the training institution. Failure to comply with these rules may subject the participant to termination from WIOA sponsorship. **I understand that Workforce Innovation and Opportunity Act (WIOA) financial assistance for training is contingent upon the availability of funds.**

Participant's Signature

Date

Career Services Manager's Signature

Date

Creation Date

November 2005

Revised Date

January 2019