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Policy Letter #7

TO: All Staff

FROM: Nedra Clayborne Rodriguez, Director

SUBJECT: Hearing & Review Policy

The purpose of the Hearing & Review Process is to review participant cases referred by the Career Service Managers. The Hearing & Review Board will determine if the participant(s) should continue in Workforce Innovation and Opportunity Act (WIOA) sponsored training or if other appropriate actions are necessary.

A training institution may prohibit clients from attending their facility; however, termination from WIOA-funded services will be the sole responsibility of the Hearing & Review Board.

Reasons for referral to the Hearing & Review Board may include, but are not limited to:

- Poor academic performance
- Less than full time status without prior approval from Career Services Manager
- Excessive absences
- False information

The Hearing & Review Board is empowered to:

1. Request additional information from the participant and/or training institution representative.
2. Recommend other agency assistance for the participant when indicated, i.e., medical, social, health services, etc.
3. Provide probationary warning to the participant.
4. Terminate WIOA-funded training services for the participant.

In arriving at findings, the Director shall ensure that all information concerning the case has been presented for consideration by the participant, training institution representative, Career Services Manager, etc. The participant may also submit a written appeal request to the Director.

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Equal Opportunity Employer/Program
Auxiliary aids and services are available upon request to individuals with disabilities

A copy of all actions taken will be provided to the participant and a copy will be placed in the participant's file.

Creation Date

October 2001

Revised Date

January 2019