

Section-04 Training	P-0400100	Effective Date: 06/18/2020
Replaces WIA Demand Occupation Policy dated 08/22/2013 and WIA Demand Skills Policy dated 04/19/2012		
Martha Webb-Jones, TAWDB Chair		

## Demand Occupations and Skills Policy

The Tulsa Area Workforce Development Board (TAWDB) establishes policy regarding the development of Demand Occupations, Skills, Eligible Training Providers, and criteria for self-sufficiency wages as it relates to training. These policies are linked and interconnect.

TAWDB will follow the guidelines as established in state policy OWDI 15-2017, change 1, entitled Eligible Training Provider List dated September 12, 2017 and OWDI 06-2019, entitled Poverty Guidelines and LLSIL dated September 11, 2019.

TAWDB and Service Provider staff shall comply with all federal and state policies that provide guidance for the development of the Demand Occupation List.

**I. Purpose:** To establish a local policy regarding the development of a TAWDB Demand Occupation list and its relationship to the creation and maintenance of Eligible Training Providers (ETP) list.

**II. Definitions:**

- A. In-demand occupations have a substantial current or potential impact (including through jobs that lead to economic *self-sufficiency* and opportunities for advancement) on the State, regional, or local economy, as appropriate, and that contributes to the growth or stability of other supporting businesses, or the growth of other industry sectors. Demand Occupations, as they are approved by the TAWDB, shall be the only SOC Codes for which workforce investment dollars are used to provide occupational skills training.
- B. Demand Skills are skills identified by the TAWDB as necessary to support employment in certain Demand Occupations. Development or instruction in demand skills areas may be obtained through short-term pre-vocational services.

Short-term pre-vocational services are not tied to a specific occupation and do not result in a certification or license. Services may include course-like services designed to prepare individuals for unsubsidized employment or training.

**EQUAL OPPORTUNITY AND NONDISCRIMINATION:** All providers must comply with WIOA's Equal Opportunity and Nondiscrimination provisions which prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title-I financially assisted program or activity. Auxiliary aids and services are available upon request to individuals with disabilities.

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- C. Eligible training provider is a state-approved entity which delivers state-approved training programs. An eligible training provider (ETP) is the only type of entity that may receive funding for training services through an individual training account (ITA). (See P-0400100 entitled Eligible Training Providers).
- D. Self-sufficiency is defined by how much families need to meet basic needs without the help of public or private assistance. The Self-Sufficiency Standard determines the amount of income required for working families to meet basic needs at a minimally adequate level, taking into account family composition, ages of children, and geographic differences in costs.

The 100% LLSIL is used to determine self-sufficiency as noted at Section 3 (36)(A)(ii) and Section 3 (36)(B) of WIOA. TAWDB has determined to use a rate of 150% for our four county region. (See P-0300300 entitled Self Sufficiency).

### III. Functions:

- A. Demand Occupations Selected: The demand occupations selected by the local workforce board are used in determining the priority of workforce development funds for programs and training services that are linked to these workforce needs.
  1. Demand Occupations will be determined by reviewing identified occupations from The Bureaus of Labor Statistics, EMSI, OESC, The Department of Labor and the Oklahoma Department of Commerce and other industry related sources.
  2. The Demand Occupations List will be certified as current at the first Program Year meeting (July) and may be updated throughout the year as needed. This list will be maintained in the TAWDB permanent files and distributed to the service provider.
- B. Demand skills should:
  1. Support economic development priorities;
  2. Focus on industrial sectors and clusters, whether present or emerging;

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3. Address industry-specific or general shortages;
4. Enhance workplace literacy, including vocational English as a second language.

C. Demand Skills Identified for TAWDB area include:

1. Literacy
2. Educational Attainment (may be addressed through GED Preparation and Adult Basic Education)
3. Technology Familiarity
4. Communication Skills
5. Workforce Readiness

#### **IV. Action**

The Executive Director is responsible for compliance of this policy. The Executive Director is responsible for annual review and revisions if needed. Any exceptions to this policy statement will require prior written approval from the Executive Director and/or chair of the Tulsa Area Workforce Development Board.

This policy will be effective immediately upon approval of the TAWDB membership.

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Chair, Tulsa Area Workforce Development Board / Date

#### **Attachment: PY 19- 20 Demand Occupations List**

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