 <p>A proud partner of the americanjobcenter network</p>	<i>Effective Date:</i> 05/11/2023	<i>Type:</i> X Policy <input type="checkbox"/> Procedure <i>Function:</i> Adult, Dislocated Worker, Youth & QUEST DWG	Page 1 of 3
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I. APPLICABILITY/SCOPE

This policy applies to all Workforce Innovation and Opportunity Act (WIOA) Title I-B subrecipients and sub-awardees delivering workforce development Adult, Dislocated Worker, Youth and Arizona Quality Jobs, Equity, Strategy, and Training Disaster Recovery National Dislocated Worker Grant (QUEST DWG) programs and services.

II. PURPOSE

This policy is to establish guidelines and criteria to be used in Adult, Dislocated Worker, and Youth Training services to assist participants of the Workforce Innovation and Opportunity Act (WIOA) Title I-B and QUEST DWG programs in gaining skills and knowledge to obtain and retain employment.

III. BACKGROUND

This section provides policy for training services available to unemployed and underemployed adults, dislocated workers, and youth. Training services prepare individuals for the workforce by providing in-demand skills that meet employers’ needs based on labor market information, career pathways, business outreach, and sector strategies as determined annually by the Phoenix Business and Workforce Development Board. Through job-driven training, individuals acquire the skills needed to obtain and/or retain employment and increased earnings, which may lead to self-sufficiency.

IV. DEFINITIONS


N/A

V. POLICY

Entrepreneurial services and skills training opportunities provide the basics of starting and operating a small business and must development the skills associated with entrepreneurship, including, but not limited to:

1. Taking initiative;
2. Creatively seeking out and identifying business opportunities;
3. Developing budgets and forecasting resource needs;
4. Understanding various options for acquiring capital and the trade-offs associated with each option; and
5. Communicating effectively and marketing oneself and one’s ideas.

WIOA or QUEST DWG funding cannot be used for business start-up costs according to the provisions of WIOA Law Section 181. Start-up costs associated with entrepreneur training would also fall under the prohibition, along with the start-up costs of an agency that would provide services to WIOA or QUEST DWG clients.

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A. Local Resources

There are several resources available in the greater Phoenix area that offer support for entrepreneurs. Following is a list and description of a few of those:

1. The **Business Roadmap Program** offered by the Phoenix Public Library is a series of eight start-up workshops detailing the essentials for starting a business. The program is open to anyone interested in learning about small business. Upon completion of all eight classes, participants will receive a certificate of completion and may be eligible for additional opportunities to assist with their business success.
2. The **Maricopa Small Business Development Center Network** provides advising, training, online course and resources for to anyone who owns or operate a business or is planning to start a business. Through funding from the U.S. Small Business Administration and the Maricopa Community Colleges, the Network provides one-on-one advising at no cost and training, online courses, and other programs (some with a nominal fee).
3. **Greater Phoenix SCORE**, also funded by the U.S. Small Business Administration, serves entrepreneurs, start-ups and small businesses through mentoring, business tools, and inexpensive or free workshops and webinars.
4. **The Arizona Small Business Association** has several opportunities for entrepreneurs, including regular webinars and training sessions, a business mentoring program, and other resources for business start-up guidance.

B. Youth


Entrepreneurial skills training is one of the youth service elements that must be made available to youth participants. It is not a WIOA training service for youth participants, but rather defined as a career service that can be arranged with a provider in the community if not provided by the sub-awardee. Any entrepreneurial training fees are allowable under Supportive Services.

C. Adult and Dislocated Worker Program

1. Adults and dislocated workers must meet training eligibility requirements as outlined in [Training Services Eligibility policy #600.601](#).
2. Entrepreneurial skills training is a training service and subject to the same requirements as outlined in [Training Services – Occupational Skills policy # 600.602](#).
3. Participants in entrepreneurial skills training are included in both the measurable skills gain and credential attainment performance measures.

VI. POLICY MANAGEMENT REQUIREMENTS

Administrative revisions to the policy may be made by the Phoenix Business and Workforce Development (PBWD) Board Executive Director, with notice to the PBWD Board’s Executive Leadership Committee. All other substantive revisions will go to the PBWD Board’s Executive Leadership Committee for review and recommendation to the PBWD Board for approval.

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VII. ADDITIONAL OR MISCELLANEOUS INFORMATION

N/A