

# **Dutchess County Workforce Investment Board**

## **Policies and Procedures**

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### **Discretionary Spending Policy**

#### **General**

The Dutchess County Workforce Investment Board (DCWIB) is committed to creating a skills ready workforce that is competitive and flexible enough to succeed in the changing workforce.

The Discretionary Spending Policy governs the DCWIB in setting monetary limitations for Individual Training Accounts (ITA). The intention of the policy is to control spending efficiently and rationally by addressing the needs of demand occupations and encouraging the development of a skills ready workforce.

This policy promotes the acquisition of employable and transferable skills by individuals by allocating training funds based on two fundamental principles: (1) short term skills training of less than 1 year duration (Short Term) in occupations with immediate need in Dutchess County; and (2) long term career training of 1 year or more duration (Long Term) in industries where significant growth is expected. Both are defined by Attachment A.

This policy is to be used to determine the amount of funding available for the identified course of study after Dutchess Works has approved a customer's application for training services.

#### **Methodology of Data Collection**

The policy will utilize two funding tiers – Short Term and Long Term. Short Term training will be eligible for up to \$5,000 in subsidies and Long Term training will be eligible for \$6,250 per year for a maximum of 2 years or \$12,500 total over the 2 year period. Only programs offered by institutes of higher learning or the BOCES system are eligible for reimbursement amounts offered under the Long Term Option. Graduate studies are not eligible for funding under this program.

Prior to approval of a Long Term training agreement, the customer must present an education and career plan that considers, at a minimum, the following:

- Employment options after training
- Ability to fund additional costs associated with training
- Ability to sustain themselves and their family during the course of the training

Furthermore, there exists a list of "Targeted Occupations," (Attachment B) which, if chosen by the customer, are eligible for a license for NY Wired on line training. Customers shall be encouraged to participate in the e-learning experience whenever the ITA amount does not provide adequate resources for completion of training

Customers who are seeking ITA training in an occupation for which they have little or no experience or prior classroom training shall be encouraged to pre-qualify for an ITA by

**Dutchess County Workforce Investment Board**  
**Policies and Procedures**

---

**Discretionary Spending Policy**

successfully completing relevant NY Wired on line training courses or curriculum prior to receipt of an ITA

**Flexibility regarding pre-qualification or awards greater than the maximum ITA formula:** At the joint discretion of the DCWIB and Dutchess Works Executive Director's an individual customer may receive a waiver from pre-qualification or for an ITA to exceed the maximum ITA amount allowable. A written explanation will be attached detailing the circumstances of the exception and reported to the Operations Committee at the next regularly scheduled meeting.

An employable skill is a skill, skill set, or specific license or certification, held by an individual that is actively sought by various local industries and is highly marketable because it is directly applicable to multiple available job descriptions.

**Dutchess County Workforce Investment Board**  
**Policies and Procedures**

---

**Discretionary Spending Policy**

**ATTACHMENT A**

**HUDSON VALLEY REGION**  
**SHORT TERM OCCUPATIONAL TRAINING**  
**DEMAND OCCUPATIONS**  
**BASED ON META JOB ENGINE SEARCH**

A Demand Occupation is defined as career or occupation choice that can be searched in a meta job engine of the One Stop Operator's Counselor's choice and which yields 5 or more jobs that the customer will have qualifications for after appropriate training as determined by the Counselor. If the search yields less than 5 "hits," then no training ITA is to be granted unless approved by the DCWIB Executive Director.

**LONG TERM CAREER TRAINING**  
**ACCEPTABLE PROGRAMS**

Training programs in the following industries may be funded for up to 2 years provided the requirements of this policy are met:

1. **Medical Industry – This may include, but not be limited to:**
  1. **Nursing including LPN, RN**
  2. **Medical Laboratory Technician**
  3. **Paramedic**
  4. **Hospital Coding**
  5. **Medical Billing and Coding**
  6. **Medical Management**
  7. **Medical Information Technologies**
  8. **Radiology**
  9. **Other as approved**
  
2. **Science, Technology, Engineering, Math – This may include, but not be limited to:**
  1. **Engineering Technology**
  2. **Energy Engineering**
  3. **Advanced Manufacturing**
  4. **Education**
  5. **Information Technology**
  6. **Data Center Management**
  7. **Energy Management**
  8. **Other as approved**

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**Dutchess County Workforce Investment Board**  
**Policies and Procedures**

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**Discretionary Spending Policy**

**ATTACHMENT B**

**E-LEARNING TARGETED OCCUPATIONS**

- 1. Computer Graphics and Website Design**
- 2. Marketing Management**
- 3. Project/Construction Management**
- 4. Bookkeeping, Accounting and Auditing Clerk**
- 5. Customer Service Representative**
- 6. Sales**
- 7. Network and Computer Systems Administrator**
- 8. Paralegal and Legal Assistants**
- 9. Administrative Assistant/Secretary**
- 10. Bill and Account Collectors**