

2021 Workforce Ready Grant–Rapid Recovery Expansion

Workforce Ready Grant Non-credit Bearing (WRG NCB) Implementation & Procedures Manual Addendum

Indiana’s “[Rapid Recovery for a Better Future](#)” initiative was launched in June 2020. As part of Indiana’s Rapid Recovery efforts to assist Hoosiers in returning to employment from the COVID-19 pandemic, federal funding through the CARES Act supplemented Indiana’s efforts to scale up short-term education and training opportunities.

An additional appropriation in Quarter 2 of 2021 enables Indiana to extend the **NextLevel Jobs Workforce Ready Grant—Rapid Recovery (WRG-RR)** to support additional Hoosiers in securing certifications and credentials to prepare them for high demand occupations in priority industry sectors.

With this expansion, the following amendments to the traditional Workforce Ready Grant Non-Credit Bearing Provider Implementation & Procedures Manual are **temporarily** in place for the non-credit bearing program administered by the Indiana Department of Workforce Development (DWD) for the period ending **September 30, 2021**:

- **The funding cap for program costs remains at \$10,000.** Program participants may qualify for up to \$10,000 per student in grant funding for one program of the eligible participant’s choice. This is a one-time only award.
- Individuals with an Associate Degree or higher **are not eligible** to participate.
- **All programs that were CARES WRG-RR eligible will continue to be eligible unless otherwise removed from the ETPL for any reason.** Qualifying training programs and certifications may include programs that train to selected occupations other than those considered 5-flame occupations on INDemand. The following are eligible occupations to which participants may be trained under 2021 WRG-RR expansion:

Information Security Analyst	Dental Assistants	Industrial Truck and Tractor Operators	Computer User Support Specialist	Industry Machinery Mechanics
Heavy and Tractor-trailer Truck Drivers	Web Developer	Machinists	Pharmacy Technicians	First Line Supervisors of Production and Operating Workers
Nursing Assistants	Rehabilitation Counselors	Licensed Practical and Licensed Vocational Nurses	Community Health Workers	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
Phlebotomists	Emergency Medical Technicians and Paramedics	Carpenters	Production Workers, All Others	Welders, Cutters, Solderers, and Brazers
Construction Laborers	Surgical Technologists	Qualified Medication Aide		

IMPORTANT TO KNOW

- **WRG - RR Expansion changes and allowances are temporary** with additional release of funding in 2021.
- Courses approved under the 2021 WRG – RR Expansion **MUST conclude by September 30, 2021, with no exceptions.** Programs with a length that exceeds the required completion timeframe of September 30, 2021 will not be approved. Individuals approved for enrollment must complete training by September 30, 2021.
- A participant may only apply for and receive a **one-time award** of up to \$5,000 for training program costs under the traditional Workforce Ready Grant (WRG) program **or** a **one-time award** of up to \$10,000 under the 2020-2021 Workforce Ready Grant-Rapid Recovery (WRG-RR) Expansion. The participant may receive only one award through either the self-serve NextLevelJobs.org website **or** through the WorkOne-assisted option and is not entitled to an award amount greater than the program cost for the training program selected by the participant.
- **Alterations to start and end dates will not be granted by DWD unless a student has a significant extenuating circumstance. Students placed in enrolled status and approved for enrollment by DWD are approved for specific program start and end dates.** When enrolling students, training providers should review with each student the full Rights and Responsibilities document to ensure the student understands the commitment to the course and time frame for completion and that the Workforce Ready Grant is a one-time only award. In the event a student is scheduled to start and does not start on the date anticipated, the student must be moved to a status of “Did Not Start” and re-enrolled with a new start date. Approvals will be subject to availability of funds at the time of the new enrollment. In the event a student is no longer attending or participating in a course, the student must be dropped.
- **Invoices may be submitted on the 15th and 30th of each month.** If these days fall on a weekend or holiday, the submission date is the next business day.
- **Enrollment invoices must be submitted no later than 45 days following a student’s start date.** If not invoiced within 45 days, the funding for the student will be de-obligated and subject to re-approval. This is to ensure that funding serves as many Hoosiers as possible and that training providers are reimbursed in a timely manner.
- **Invoices for student completions must be submitted no later than 45 days following a student’s end date.** If not invoiced within 45 days, funding for the student will be de-obligated and subject to re-approval.
- **Final invoices must be submitted no later than October 31, 2021.** Invoices submitted after October 31, 2021 will not be processed.
- Training providers **MUST** adhere to the [Workforce Ready Grant Non-Credit Bearing Implementation and Procedures Manual](#) with the **exceptions** outlined in this **Addendum**.
- Continuation of the NextLevel Jobs WRG non-credit bearing program administered through DWD beyond September 30, 2021 is contingent upon availability of state and/or federal funding. Contingent upon funding, program requirements *may* return to

traditional procedures below, as outlined in the [Workforce Ready Grant Non-Credit Bearing Implementation and Procedures Manual](#).

- Only WRG NCB authorized training programs that meet the statewide 5 flame requirement will remain active; all other WRG-RR programs will end September 30, 2021.
- The individual funding cap will return to \$5,000.