

Next Level Jobs Workforce Ready Grant (non-credit bearing) Participant Rights and Responsibilities

Next Level Jobs—part of Governor Holcomb’s Next Level Indiana agenda—aims to equip working-age Hoosiers and Indiana employers with the training and skills they need to succeed in the 21st Century economy. Through the Workforce Ready Grant, working-age Hoosiers can enroll in no- to low-cost training programs in any one of Indiana’s 5 high-demand sectors: Advanced Manufacturing, Building & Construction, Health & Life Sciences, IT & Business Services, and Transportation & Logistics. Hoosiers can earn high-value certificates in these areas through approved training providers located throughout the state.

Thank you for showing interest in becoming a Workforce Ready Grant participant. As part of the enrollment process, all participants are to be made aware of and agree to their rights and responsibilities as a Workforce Ready Grant participant.

Participant Rights:

A WRG NCB participant...

1. may 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. A participant may only apply for and receive one grant through the self-serve NextLevelJobs.org website or through the WorkOne-assisted option. Covered training costs include tuition, ancillary expenses, and associated certification assessment fees. A participant may select any eligible WRG-approved training provider and program based on career interests. *The grant award to cover training costs is paid directly to the selected training provider on behalf of an eligible participant in two reimbursements—one at the time of enrollment and one for participant completion.* **A participant is not entitled to the full award amount if the participant selects a training program at a cost below the maximum award level.**
2. has the right to be informed of any training programs with program costs in excess of the WRG NCB \$5,000 or WRG-RR \$10,000 tuition cap.
3. has the right to **one attempt** of a certification assessment or exam associated with the selected occupational training to be paid for by the grant.
4. has the right to receive training in an appropriate learning environment including access to all tools, equipment, materials and technology necessary to successfully complete the training.
5. has the right to file a grievance. An applicant for or participant in any Indiana Department of Workforce Development (IDWD) program or service, including the NextLevel Jobs Workforce Ready Grant program, has the right to file a grievance if the applicant or participant believes there has been:

- a. a violation of the implementation of program;
- b. discrimination against the applicant or participant on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief; or
- c. fraud, criminal abuse, or other criminal activity.

Any participant wishing to discuss a grievance can contact the IDWD via email at: policy@dwd.in.gov.

Participant Responsibilities:

Every WRG NCB participant...

1. must meet WRG NCB eligibility requirements:
 - a. must have a **high school diploma or equivalent**, but less than a college degree (from any accredited institution)¹
 - b. must be a **U.S. citizen** (or eligible resident).
 - c. must be an **Indiana resident**.
 - d. must enroll in a WRG NCB authorized training program.
 - e. must **complete a Next Level Jobs-WRG Application** at <https://nextleveljobs.org/> (to obtain a self-serve grant)
 - f. must review and understand the information presented in this **Participant Rights and Responsibilities** document and agree to the requirements.
 - g. must not have previously utilized WRG (credit bearing or non-credit bearing, accessed through the self-serve website or WorkOne). An individual may only enroll into a WRG program **one time** in his or her lifetime.
 - h. must **meet any additional requirements set by the WRG NCB authorized training provider**.
2. must **provide true and accurate documentation requested by the training provider** to assist with verification of eligibility.
3. is required to pay any costs not covered by or in excess of the WRG NCB per-participant tuition award cap.
4. must attend a minimum of 90% of all training sessions or communicate in a timely manner to the training provider any anticipated absences (exceptions may be made on a case-by-case basis for emergency situations).
5. is **required to complete the training program within the program start and end dates agreed to at the time of enrollment** with the training provider (exceptions may be made on a case by-case basis for emergency situations at the discretion of the training provider with approval by IDWD)²

¹ Prior WRG-RR expansion extended eligibility to individuals with an associate or 4-year degree. This expanded eligibility is no longer in effect.

² Program start and end dates are approved at the time of enrollment and participants are expected to complete within those timeframes. Adjustments to start and end dates must be approved by DWD, are not guaranteed, and are subject to available funding at the time of re-enrollment with other course dates.

6. must, in partnership with the training instructor, accurately maintain the weekly attendance record throughout the training program.
7. must complete a **certification assessment** at the conclusion of the training period and **provide the results to the training provider**.
8. must respond to all communications from the IDWD, including phone calls, emails, online surveys, or requests for other documentation, to assist the Department with ongoing program quality assurance measures.

ATTESTATION:

Please email workforcereadygrant@dwd.in.gov with any questions regarding the content of the **Participant Rights and Responsibilities** document.

I have reviewed and understand the information presented in the **Participant Rights and Responsibilities** document and agree to the requirements contained herein should I be determined eligible and selected to participate in the training program.

Name (print)

Title

Signature

Date