IDAHO DEPARTMENT OF LABOR

State Administrative Entity

Workforce Innovation and Opportunity Act (WIOA)

Statewide Service Policies
Updated July 1, 2026

Policy Number:	01-24, Change 1
To:	All WIOA service providers
From:	Danilo Cabrera, Workforce Programs Administration Bureau Chief *Danilo Cabrera*
Effective Date:	**July 1, 2026**
Subject:	WIOA Statewide Service Policies for service providers

I. **Purpose:**

A. Provide statewide service policies to assist with implementing the Workforce Innovation and Opportunity Act (WIOA). More details can be found in the state's WIOA Technical Assistance Guide.

II. **Policy:**

A. Residency

i. Priority for WIOA Adult, Youth and Dislocated Worker (DW) career and training services will be given to Idaho residents eligible for those services. Residents of other states who want WIOA career and training services will first be referred to the One Stop/American Job Center in their home state to access resources. If a home state denies or cannot provide services to a non-Idaho resident, the Idaho One Stop/American Job Center may enroll an eligible individual if it is in Idaho's best interest and funding is available. As a result, Idaho residents who qualify may not be denied access to services.

B. Eligibility and Priority of Service

i. See Idaho's Title I-B Integrated Eligibility and Priority of Service policy, approved by the Idaho Workforce Development Council (WDC) on June 05, 2024.

C. Participant Follow-Up

i. WIOA requires that select Title I-B participants be offered or receive follow-up services for at least 12 months after program exit.

1. Under an approved waiver, Adults and Dislocated Workers who obtained unsubsidized employment before program exit may be offered follow-up services, including paid supportive services necessary to ensure job retention, wage gains, and career progress. During the 12-month follow-up period after exiting the WIOA Title I-B program, each exiter who received career or training services must be contacted at least once, and at least monthly if receiving paid supportive services during this time.
2. Each Youth participant must be offered an opportunity to receive follow-up services that align with their service strategy. Services must be determined based on the individual's needs. The type and intensity of follow-up services may differ for each participant. Furthermore, all youth participants must receive follow-up services for 12 months, regardless of whether the participant exited the program successfully.
3. In addition to those services offered under the Adult and DW programs, follow-up services for youth may also include the following program elements:

a. Supportive services
b. Adult mentoring
c. Financial literacy education
d. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services
e. Activities that help youth prepare for and transition to postsecondary education and training

D. Work-Based Learning Activities

i. The following work-based learning activities are allowable within Idaho's WIOA Title I-B programs. Each activity has an established standard participation duration. WIOA staff exploring extensions beyond the established duration should contact AE staff for prior approval. Participants in any of these activities may receive an hourly wage higher than the state or federal minimum wage, but never less.

1. Work Experience Activity
    a. This activity is designed to help participants learn basic work maturity skills, such as attendance, following directions, and wearing appropriate attire, rather than provide occupational skill training. Work Experience activities take place in a public, private for-profit, or non-profit workplace for a limited duration, generally not exceeding 520 hours. Participants enrolled in a Work Experience activity may receive up to $15.00 an hour. Work Experience participants are employed by the WIOA service provider and are provided with Federal Insurance Contributions Act (FICA) and workers' compensation coverage while participating in this activity.
2. Internship Activity
    a. An internship is a short-term full-time or part-time work assignment, usually less than 250 hours, with a private for-profit, non-profit, or public employer. An internship provides relevant experience toward career goals and hands-on instruction. All participants enrolled in an internship activity will receive an hourly wage equivalent to the state or federal minimum wage, or a higher wage based on the participant's prior training/experience and the hourly wage offered at the worksite to individuals with comparable training/experience.
3. On-the-Job Training
    a. An on-the-job training (OJT) activity is employer-presented training provided to a paid participant while engaged in productive work in a job that:
        i. Provides knowledge or skills essential to the complete and adequate performance of the job;
        ii. Is made available through a program that provides reimbursement to the employer for the extraordinary costs of training and supervision (up to 50 percent of the participant's wage rate) and
        iii. Is limited in duration as appropriate to the occupation for which the participant is being trained, considering the content of the training, the participant's prior work experience and their service strategy as appropriate.
    b. OJTs are provided under contract with an employer (or registered apprenticeship program sponsor) in the private, public, or private non-

profit sectors. These contracts must be limited to the period required for the participant to become proficient in the occupation for which the training is being provided, usually no longer than six (6) months. The participant's individual service strategy, including their prior work experience, academic and occupational skill levels, and the occupation's skill requirements, determines the contract length.

c. After the contract period ends, the employer is expected to provide the OJT participant with continued long-term employment as a regular employee, with the same working conditions, employment benefits (including health benefits), and wages as similarly tenured regular employees performing the same work.

d. To account for the extra costs of training, supervision, and possible lower productivity, employers may be reimbursed up to 50 percent of the OJT participant's wage, or up to 75 percent of the wage under certain conditions.*

e. Employers are not required to document the extraordinary training costs to receive reimbursement. However, any employer new to the area must ensure that no workers have been, or will be, displaced due to the employer's relocation to the local area.

f. ***Conditions for reimbursement rates greater than 50 percent:** up to 75 percent reimbursement rate for hiring an individual with barriers to employment, as determined by the WIOA staff career planner. See the list below:
    i. Displaced homemakers
    ii. Low-income individuals
    iii. Indians, Alaska Natives and Native Hawaiians
    iv. Individuals with disabilities
    v. Older individuals
    vi. Ex-offenders
    vii. Homeless individuals
    viii. Youth in or aged out of foster care (w/in 6 months)
    ix. English language learners, individuals with low levels of literacy, and individuals facing substantial cultural barriers
    x. Eligible migrant and seasonal farm workers
    xi. Former TAFI recipients with benefits exhausted within two years
    xii. Single parents (including pregnant single women)
    xiii. Long-term unemployed individuals (26 weeks or more)
    xiv. Other groups as determined by the Governor

g. 70 percent reimbursement rate for hiring individuals earning an industry-standard credential (recognized by other employers statewide or nationally) as part of the employer-provided training.

h. 70 percent reimbursement rate for employers with 10 or fewer employees at the worksite.

E. Out-of-Area Job Search Activity

i. This service assists Adults, Dislocated Workers, and Older Youth (as appropriate) seeking employment outside their normal commuting distance when local employment opportunities are not readily available. WIOA staff may authorize multiple job searches for a single client.

1. Out-of-Area Job Search: Each out-of-area job search is limited to 90 percent of allowable and actual costs and may not exceed $600.

a. Out-of-Area Job Search Cash Advance - A job search cash advance is limited to 50 percent of estimated costs and may not exceed $300.

F. Relocation Assistance Activity

i. Relocation assistance helps participants relocate themselves and their families to a labor market outside of their normal commuting distance.

1. Relocation - Relocation assistance is limited to 90 percent of allowable and actual costs, not exceeding $4,000.

a. Relocation Cash Advance - A relocation cash advance is limited to 50 percent of estimated trip costs, or $750, whichever is lower.

G. Individual Training Account (ITA)

i. The ITA is a payment agreement established on behalf of an Adult, Dislocated Worker or out-of-school Youth participant when purchasing educational or occupational training services (tuition and books) from an eligible training provider selected from the state-maintained WIOA Eligible Training Provider List (ETPL), in consultation with WIOA provider staff. While WIOA has no monetary limits on ITAs, training support is completely based on available federal funding. WIOA provider staff will ensure each ITA cost is reasonable and necessary. WIOA staff **must** document coordination of financial assistance with training providers, including the Free Application for Federal Student Aid (FAFSA) and scholarships, where applicable.

H. Needs-Related Payments

i. Idaho's limited WIOA funding does not allow the state to offer needs-related payments.

I. Policy on Self-Sufficiency

i. An employed Adult shall be considered self-sufficient if the family income exceeds 155 percent of the USDOL's Lower Living Standard Income Level (LLSIL) guidelines. A reemployed Dislocated Worker shall be considered self-sufficient if he/she is employed in a permanent position that pays at least 90 percent of the qualifying layoff wage.

III. Definitions:

A. None.

IV. References:

A. WIOA 101(d)(2), (12)

V. Rescissions/Cancellations:

A. WDC-10-19-2015-WIOA Transmittal #3

B. Idaho Workforce Development Council Statewide Service Policies for WIOA Service Provision Updated October 25, 2017

VI. Direct inquiries to: WIOATAA@labor.idaho.gov