



WIB Policy Memorandum

Workforce Investment Board of Tulare County
April 20, 2026

TUL PM 26-01

To: WIB Subrecipients
WIB Staff

Subject: Subsequent Training Request Policy

Purpose

This memo provides guidance on the implementation of the Subsequent Training Request Policy.

Supersedes

This policy memo supersedes the **Subsequent Training Request Policy** within the following WIB directives:

- TUL 24-02 Local Policy: Adult Dislocated Worker Transitional Job Policy and Procedures
- TUL 24-03 Local Policy: Youth Work Experience Policy and Procedure
- TUL 24-08 Individual Training Accounts Policy and Procedures
- TUL 19-02 Local Policy: WIOA Title I Adult, Dislocated Worker, and Youth On-the-Job (OJT) Policy and Procedures

Effective

This policy is effective as of the date of issuance and expires September 30, 2026.

Overview

This policy clarifies when a Subsequent Training Request is required and establishes a consistent process for review and approval across all WIB-funded programs. It ensures that additional training investments are intentional, aligned with participant career goals, and do not duplicate prior services without justification. The policy also distinguishes between occupational skills training and work-based learning activities to streamline processes and minimize administrative effort. This guidance supports the effective use of funds and ensures participants receive training that leads to sustainable, self-sufficient employment.

Subsequent Training Request Policy

A Subsequent Training Request is required when an individual previously received WIB-funded occupational skills training through an ITA scholarship, and the newly requested training is in a different occupation or does not align with the previously funded training.

In these circumstances, Subrecipient staff must document justification for the subsequent training, including how the training supports the participant's updated employment goals. Subrecipient staff will assess whether the subsequent training is reasonable, necessary, and aligned with the participant's Individual Employment Plan (IEP), Objective Assessment (OA), or Individual Service Strategy (ISS).

Subsequent Training Request (Not Required)

A Subsequent Training Request is not required when the individual previously participated in work experience, an internship, subsidized employment, or a transitional job, as these activities are not considered occupational skills training; rather, they are designed to provide short-term paid work experience and recent work history. A participant's ITA scholarship cap will not be reduced by the amount of any previous ITA, OJT, TJ, or work experience received by the participant.

A request is also not required when the individual is no longer physically able to perform the occupation for which prior training was provided and is documented in case notes supporting the need for retraining in a different occupation.

Submission of Subsequent Training Request – Attachment E

If a Subsequent Training Request is required, Subrecipient staff must complete and submit Attachment E – Request Form (WIB Form 24-05) to the designated WIB Program staff before developing the new training activity.

The request must demonstrate that the subsequent training:

- Aligns with the participant's updated employment goals as documented in the IEP/OA/ISS.
- Addresses a documented skills gap and supports movement toward self-sufficient employment.
- Supports career progression with the same or related occupation when applicable.
- Does not duplicate prior WIB-funded occupational training unless justified; and
- Falls within the WIB's funding limits, unless an exception is warranted and approved.

WIB Program staff will review the request and issue an approval or denial within three (3) business days. If the request is denied, the rationale will be documented, and the Subrecipient will identify alternative training or employment services.

Please direct any questions regarding this memo to the WIB at (559) 713-5200.

Thank you,



Jennie Bautista (Apr 20, 2026 20:18:21 PDT)

Jennie C. Bautista
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