

## 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 up to \$5,000 for training program costs. Covered training costs include tuition, ancillary expenses and associated certification assessment fees. The grant amount is paid directly to the training provider on the behalf of the eligible participant. Participants are not entitled to the full \$5,000.
2. has the right to be informed of any training programs in excess of the WRG NCB \$5,000 tuition cap.
3. has the right to one WRG NCB paid attempt of the associated certification assessment.
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](mailto:policy@dwd.in.gov).

**Participant Responsibilities:**

**Every WRG NCB participant...**

1. must meet WRG NCB eligibility requirements. The individual
  - a. must have a high school diploma or equivalent, but less than a college degree (from any accredited institution).
  - 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 have a lead record in the NLJ dashboard.
  - f. must have completed a Participant Rights and Responsibility form.
  - g. must not have previously utilized WRG (credit bearing or non-credit bearing) funding—an individual may only enroll into a WRG program one time in his or her lifetime<sup>1</sup>.
  - h. must meet any additional requirements set by the WRG NCB authorized training provider.
2. must provide training provider true and accurate documentation to assist with eligibility requirements.
3. is required to pay any costs in excess of the WRG NCB \$5,000 tuition 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 will be made on a case-by-case basis for emergency situations).
5. is required to complete the training program within the specified timeframe allotted by the training provider (exceptions will be made on a case-by-case basis for emergency situations).
6. must, in partnership with the training instructor, accurately maintain the weekly attendance record throughout the training program.
7. must complete the 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.

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<sup>1</sup> Exceptions can be made for participants on a case by case basis for emergencies.

**ATTESTATION:**

Please email [workforcereadygrant@dwd.in.gov](mailto: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 within should I be eligible and selected to participate in the training program.

kapresha shankin

Student

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Name (print)

*Kapresha Shankin*

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Title

11/03/2020

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Signature

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Date