

Career Services for Dislocated Workers RFP Q&A

Updated on 02.19.25

Q. Can you explain a bit more about the anticipated collaboration with PA CareerLink? What will this partnership ideally look like?

A. Community based providers offering dislocated worker services are required to register participants as users of PA CareerLink® and use the Commonwealth Data System (CWDS) for enrollment, service recording, case noting, and reporting outcomes. It is the same system that is used by all other core partners within the PA CareerLink® system to allow for service referrals and co enrollments as appropriate for participants. Bidders may leverage the resources freely available to clients through PA CareerLink® registration and/or propose the type of partnership and collaboration with PA CareerLink® partners that would be most conducive to the populations they intend to serve.

Q. Do work-authorized immigrant and refugee jobseekers count as dislocated workers for the purpose of this program, and if so, what sort of documentation is required to verify their status as such?

A. Work-authorized immigrants and refugee job seekers may qualify for services as dislocated workers if they meet WIOA Title 1 Dislocated Worker eligibility criteria. However, they do not automatically qualify as dislocated workers because of their immigration or refugee status. Depending on the circumstances, generally I-9 verification documents are adequate to verify Title 1 Eligibility, with additional documentation to verify the Dislocated Worker eligibility category under which the participant would qualify. Self-certification is also an allowable source for documenting certain eligibility criteria for WIOA Adult and Dislocated Worker program participants. See pages 4-8 of the [WIOA Title I Adult/Dislocated Worker Policy Guide – Partner4Work](#) for additional guidance.

Q. Can you specify what types of costs would be included in the “work experience” and “training” portions of the budget, and how these differ from the costs that should be classified as “program.”

A. The main costs for **work experience** include the participant’s wages, stipend or incentive payments associated with paid or unpaid work experience. It also can include

the necessary staff wages for their time for securing the opportunity for the participant or costs for transportation or supportive services that the client may need in order to participate in the work experience. WIOA requires that a minimum of 20% of the funds be spent on work experience for Dislocated Workers.

Costs for **training** are more directly associated with a specific training program, location and cost. Training costs may also include the staff wages for their time to conduct or oversee the completion of training. Stipends, incentives, transportation or supportive services associated with participation in training would also be considered training costs. See the Cost Guidance tab of the budget template for additional information on allowable costs.

Q. Our organization provides stipends to program participants as well as transportation support. We consider these program costs, but on the budget template it is not possible to list them as such. Would you suggest that they are listed as work experience or training costs?

A. How a cost is allocated would depend on the purpose of the expenditure. Wages, stipends, transportation and incentives are all expenses incurred as direct benefits to participants. If those costs are incurred for the purpose of preparing or participating in training, they should be allocated as such. The same holds true for work experience. Program costs that would not relate directly to training or work experience could be allocated in the Other Program Costs tab. See the Cost Guidance tab of the budget template for additional information on allowable costs.

Q. Do all eligible program participants need to complete a skills assessment as part of the enrollment process and does Partner4Work have a preferred assessment tool?

A. Participants are required to have an Individualized Employment Plan (IEP) as part of their program participation. All providers must utilize some form of diagnostic assessment to develop a customer-centered plan. Partner4Work does not have a preferred assessment tool.