

Integrated Education and Training Policy #P-39-10.25

Re: Guidance for vendors and training providers administering Integrated Education and Training programming through WIOA-funded initiatives.

Originated: October 6, 2025

Approved: October 30, 2026

Reviewed for Updates February 27, 2026

Revision Approved: N/A

References: 34 CFR 463.35
34 CFR 463.430
20 CFR 680.150
20 CFR 680.170
20 CFR 681.500
WIOA Section 134(c)(2)
WIOA Section 3(23)
WIOA Section 129(b)(2)(D)

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I. Definitions:

- A. Integrated Education and Training (IET) refers to a service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement.
- i. IET combines three required components delivered concurrently and in a coordinated manner for educational and career advancement:
1. Adult Education and Literacy Activities;
 2. Workforce Preparation Activities; and
 3. Occupational Skills Training.
- ii. The Occupational Skills Training portion of IET programming is carried out through WIOA-funded Customized Training.
1. Vendors are required to follow protocol as outlined in the SCPa Works Customized Training Policy #P-40-02.26.

II. Background

- A. This policy provides guidance governing the use of WIOA Title I training funds and other funding sources to support the costs of the workforce training component of integrated education and training opportunities, including both pre-employment and incumbent worker training.

- B. Integrated education and training activities will be aligned with local workforce needs, prepare students for realistic, existing employment opportunities, and be developed in consultation with LWDBs, employers, and training providers.
- C. South Central Pennsylvania communities often face unique barriers to employment, including limited English proficiency, lack of recognized credentials, and limited access to training.
- D. SCPa Works IET development of contextualized, employer-informed IET programs that provide a clear pathway to employment and economic mobility for these target populations.
- E. SCPa Works WIOA Title I vendors are required to design and implement Integrated Education and Training (IET) programs that serve immigrant and refugee populations, aiming to equip individuals with the literacy, workforce preparation, and occupational skills necessary to enter and succeed in high-priority occupations across South Central PA.
- F. Vendors are required to integrate Title I services simultaneously with a Title II representative to support overall alignment among core programs and other workforce development system partners.

III. IET Program Design

- A. Vendors are required to design and implement an Integrated Education and Training program funded through WIOA Title I Adult and Dislocated Worker funds.
 - i. Programming must support individuals in gaining foundational education, workforce preparation, and occupation-specific skills to enter and advance in high-demand industries.
- B. The target population for this programming includes:
 - i. Immigrant and refugee community members who may need foundational support in English language acquisition;
 - ii. Digital literacy; and
 - iii. Employment readiness to fully participate in the workforce.
- C. The goal of the SCPa Works IET programming is to provide a streamlined, accelerated pathway to employment that includes real-time learning, hands-on skill-building, and direct connections to employers.
- D. These components must be delivered together as a unified program leading to a recognized postsecondary credential, employment, or advancement within a career pathway.
- E. IET programming should be industry-informed and aligned with high-priority occupations within South Central PA.
- F. IET programming should be designed with participant success in mind and must incorporate employer input to ensure job relevance.
 - i. Collaboration with employers, training institutions, and adult education providers is required to create a coherent, supportive, and integrated experience for participants.
- G. Core IET program components support the unique needs of immigrant and refugee participants, including addressing specific challenges faced in the job market. Programs should also include measurable outcomes such as credential attainment, employment

placement, and transition into post-secondary training or unsubsidized employment, and include:

- i. **Career Planning and Pathway Development**: Each participant is required to have an authenticated Individual Employment Plan (IEP) that maps out a long-term plan toward unsubsidized employment, including opportunities for stackable credentials or advancement. This may also include job shadowing, employer presentations, or mentorship.
- ii. **Workforce Preparation**: Instruction in employability skills, digital literacy, resume building, interviewing, professionalism, and communication.
- iii. **Adult Education and Literacy Activities**: Foundational instruction in reading, math, writing, or English language proficiency relevant to the occupational field.
- iv. **Occupational Skills Training**: Hands-on, industry-specific training that leads to employment in one or more high-priority sectors within the South Central PA region.

IV. **Participant Eligibility**

A. Participants enrolled in IET programming must meet WIOA Title I Adult or Dislocated Worker eligibility and must be enrolled through the PA CareerLink® system of record, the Commonwealth Workforce Development System (CWDS).

- i. WIOA Title I Adult requirements can be found in the [SCPa Works Eligibility and Enrollment Policy](#) and include:
 1. Participants must be 18 years of age or older;
 2. Participants must provide proof of authorization to work in the United States;
 3. Registered for Selective Service (if male, if applicable); and
 4. Participants must meet one or more of the following priority criteria as described in the [SCPa Works Priority of Service Policy](#):
 - a. Low-income individuals;
 - b. Veteran or spouse of a Veteran;
 - c. Individuals who are basic skills deficient; or
 - d. Individuals who are justice-impacted.
- ii. Participants may also be eligible under the Dislocated Worker program if individuals:
 1. Have been laid off or terminated and are eligible for or have exhausted unemployment compensation;
 2. Have received notice of a layoff or plant closure;
 3. Are displaced homemakers;
 4. Are self-employed but unemployed due to economic conditions; or
 5. Are long-term unemployed individuals.

B. Eligible individuals will be eligible to receive Title I [basic and individualized career services](#), and supportive services as described in the [SCPa Works Supportive Services Policy](#).

V. **IET Performance and Deliverables**

- A. IET vendors and partners must track and report on:
- i. Number of participants enrolled;

- u. Number of participants completing all components of the IET program;
 - uu. Credentials earned;
 - uw. Placement into unsubsidized employment;
 - w. Employment retention in the 2nd and 4th quarters after exit;
 - wu. Earnings and wage gains; and
 - wu. Participant and employer satisfaction.
- B. All IET data must be reported in accordance with SCPa Works' performance management protocols, the Commonwealth Workforce Development System (CWDS) requirements, and WIOA data requirements.

VI. **Required IET Partnerships**

- A. Postsecondary career and technical education are a critical partner in providing integrated basic education and skills training for adults with basic skill deficiencies, and a proven skills-building strategy.
- B. Postsecondary career and technical education programs will work with adult basic education programs to establish integrated education and training programs throughout the commonwealth.
- C. Vendor(s) must demonstrate:
 - i. Formal agreements (MOUs or letters of support) between the lead applicant and the training and education partners;
 - ii. Employer engagement that includes input on job readiness skills and potential hiring pathways;
 - iii. Coordination with PA CareerLink® centers for co-enrollment and referrals; and
 - iv. Referral linkages to key wraparound services such as housing assistance, drug and alcohol treatment. etc.

VII. **Required Case Management**

- A. Vendors must adhere to the standards set forth in the [SCPa Works Case Notes Policy](#).
- B. Guidance on WIOA Title I benefits and services available to eligible individuals can be found in the following SCPa Works policies:
 - i. [Individual Training Account \(ITA\) Policy](#)
 - ii. [On-the-Job Training \(OJT\) Policy](#)
 - iii. [Paid Work Experience \(PWE\) Policy](#)
 - iv. [Personally Identifiable Information \(PII\) Policy](#)
 - v. [Secondary Review Policy](#)
 - vi. [Self-Certification Policy](#)
 - vii. [Self-Sufficiency Policy](#)
- C. Vendors are strongly encouraged to review the [SCPa Works Eligibility and Enrollment training video](#) and the [SCPa Works Eligibility and Enrollment PDF](#) desk guide with clickable links to CWDS program application and data entry guides for all WIOA Title I programming.

VIII. **Equal Opportunity Employer**

- A. SCPa Works is an equal opportunity employer and requires all contracted vendors to abide by the standards set forth in the [SCPa Works Equal Opportunity, Discrimination, and Prohibited Conduct Policy](#).

Summary of Changes: The SCPa Works Policy Department reviews this policy annually for necessary changes, edits, updates, and revisions.

Date of Change:	Changed by:	Summary of Change(s):	Effective Date