

## “PICK UP” POLICY

### BACKGROUND

This policy concerns students who are already enrolled in training using non-WIOA funds. These students are using programs such as the PELL, HOPE, Trade, Student Loans, Displaced Homemaker/Single Parent Projects, Scholarships and other sources of financial aid, and find themselves in need of WIOA assistance to complete training, either to augment or replace funding that has been lost.

### POLICY

The purpose of this policy is to provide assistance needed for WIOA eligible students to complete their training. Coordination arrangements with other financial aid sources are encouraged to maximize resources.

- a. Pick up may only be available for students enrolled in state or private schools on the Eligible Provider List (ETPL).
- b. Schools for which financial obligations are fully completed at onset of training will not be considered, since all financial agreements have already been established prior to WIOA request. If fully obligated amount is being paid on a scheduled basis, this is not the same as the school being on a quarter/semester calendar.  
Policy prohibits paying an outstanding balance for a school's cost for which an individual has already made personal commitment for payment.
- c. Exception to section “a” will arise when a person is currently enrolled in school at the time they are laid off from work. Consideration will be given for those in good standing at an ETPL-approved training provider for “pick up” under WIOA if they meet eligibility requirements.
- d. All “Pick-Ups” must have prior ARC staff approval. Appropriate documentation and explanation of the inability of the participant to continue due to financial constraints or other reasons must be provided by the center manager with the request. This includes an explanation of why the previous funding method is now inadequate.
- e. “Pick-Ups” may not be required to complete a full array of career services if they are enrolled in a Georgia Technical College, University System or private institution where they have evidence of prior testing or have a current transcript and are in good standing at the Institution. Customers will be required to provide adequate labor market information to justify that training-related employment is likely for individuals with similar work histories and education.