

CHAPTER 23

**WORKFORCE DEVELOPMENT
PARTNERSHIP PROGRAM**

Authority

N.J.S.A. 34:15D-1 et seq.

Source and Effective Date

R.1999 d.138, effective April 1, 1999.
See: 31 N.J.R. 588(b), 31 N.J.R. 1199(a).

Executive Order No. 66(1978) Expiration Date

Chapter 23, Workforce Development Partnership Program, expires on April 1, 2004.

Chapter Historical Note

Chapter 23, Workforce Development Partnership Program, became effective April 4, 1994 with Subchapters 3, 4 and 5. Subchapter 3, Individual Training Grants, was adopted as R.1994 d.166; Subchapter 4, Approved Training under the Workforce Development Partnership Act, was adopted as R.1994 d.167; and Subchapter 5, Additional Unemployment Benefits during Training, was adopted as R.1994 d.168. See: 25 N.J.R. 884(a), 26 N.J.R. 1512(a); 25 N.J.R. 886(a), 26 N.J.R. 1514(a); 25 N.J.R. 887(a), 26 N.J.R. 1515(a).

Subchapter 6, Employment and Training Grants for Services to Disadvantaged Workers, was adopted as R.1994 d.190, effective April 18, 1994. See: 25 N.J.R. 1054(a), 26 N.J.R. 1663(a).

Subchapter 1, Definitions, and Subchapter 2, Customized Training Services; Purpose, Eligibility and Scope, were adopted as R.1994 d.489, effective September 19, 1994. See: 26 N.J.R. 2770(a), 26 N.J.R. 3867(b). Subchapter 7, Occupational Safety and Health Training Services, was adopted as R.1994 d.490, effective September 19, 1994. See: 26 N.J.R. 2774(a), 26 N.J.R. 3870(a).

Subchapter 8, Reporting Requirements for Assessment of Employment and Training Programs, was adopted as R.1995 d.286, effective June 5, 1995. See: 27 N.J.R. 1131(a), 27 N.J.R. 2236(a).

Subchapter 9, Tuition Policies for Unemployed Persons: Job Training Program, was adopted as R.1998 d.368, effective July 20, 1998. See: 30 N.J.R. 1750(a), 30 N.J.R. 2631(a).

Pursuant to Executive Order No. 66(1978), Chapter 23, Workforce Development Partnership Program, was readopted as R.1999 d.138, effective April 1, 1999. See: Source and Effective Date. See, also, section annotations.

CHAPTER TABLE OF CONTENTS

SUBCHAPTER 1. DEFINITIONS

12:23-1.1 Definitions

**SUBCHAPTER 2. CUSTOMIZED TRAINING SERVICES;
PURPOSE, ELIGIBILITY AND SCOPE**

12:23-2.1 Purpose
12:23-2.2 Eligibility and scope
12:23-2.3 Application for Customized Training Assistance
12:23-2.4 Conditions and standards of eligibility for customized training assistance
12:23-2.5 Review and evaluation of customized training applications
12:23-2.6 Where to obtain and send an application
12:23-2.7 Disclosure of information
12:23-2.8 Refunds and fines

SUBCHAPTER 3. INDIVIDUAL TRAINING GRANTS

12:23-3.1 Eligibility
12:23-3.2 Grant payments
12:23-3.3 Approval of training grants
12:23-3.4 Amount of individual training grants
12:23-3.5 Other funding sources
12:23-3.6 Request for reconsideration of grant denials
12:23-3.7 Refunds
12:23-3.8 Approved training costs

**SUBCHAPTER 4. APPROVED TRAINING UNDER THE
WORKFORCE DEVELOPMENT PARTNERSHIP
ACT**

12:23-4.1 Approved training
12:23-4.2 Full-time training
12:23-4.3 Active search for work
12:23-4.4 Acceptance of temporary work
12:23-4.5 Courses of study at institution of higher education
12:23-4.6 (Reserved)

**SUBCHAPTER 5. ADDITIONAL UNEMPLOYMENT
BENEFITS DURING TRAINING**

12:23-5.1 Eligibility requirements
12:23-5.2 Claims for additional unemployment benefits during training
12:23-5.3 Work search waiver
12:23-5.4 Refusal of suitable work
12:23-5.5 Intent to enter training
12:23-5.6 Claim options
12:23-5.7 Overpayments
12:23-5.8 Appeals

**SUBCHAPTER 6. EMPLOYMENT AND TRAINING
GRANTS FOR SERVICES TO DISADVANTAGED
WORKERS**

12:23-6.1 Purpose and scope
12:23-6.2 Employment and training grants to serve disadvantaged workers
12:23-6.3 Innovative demonstration project funds
12:23-6.4 Eligibility for services
12:23-6.5 Eligibility of service providers
12:23-6.6 Limitation on administrative costs
12:23-6.7 Monitoring and oversight
12:23-6.8 Evaluation of employment and training services
12:23-6.9 through 12:23-6.13 (Reserved)

**SUBCHAPTER 7. OCCUPATIONAL SAFETY AND
HEALTH TRAINING SERVICES**

12:23-7.1 Purpose
12:23-7.2 Scope
12:23-7.3 Occupational safety and health training grants to serve qualified displaced, disadvantaged and employed workers
12:23-7.4 Application process
12:23-7.5 Review and evaluation of applications
12:23-7.6 Assessment of need and delivery of services
12:23-7.7 Allocation of funds
12:23-7.8 Eligibility for services
12:23-7.9 Eligibility of service providers
12:23-7.10 Limitation on administrative costs
12:23-7.11 Monitoring and oversight
12:23-7.12 Evaluation of occupational safety and health training
12:23-7.13 (Reserved)

**SUBCHAPTER 8. TUITION POLICIES FOR
UNEMPLOYED PERSONS: JOB TRAINING
PROGRAM**

12:23-8.1 Purpose and scope
12:23-8.2 Proof of program eligibility

- 12:23-8.3 Eligibility for financial aid
- 12:23-8.4 Eligible coursework
- 12:23-8.5 Employment during semester
- 12:23-8.6 Application of general institution rules
- 12:23-8.7 Inclusion of program in college enrollment count
- 12:23-8.8 Financial obligation of eligible individual

**SUBCHAPTER 9. SUPPLEMENTAL WORKFORCE
FUND FOR BASIC SKILLS**

- 12:23-9.1 Purpose
- 12:23-9.2 Basic skills programs to be included in State and Local Plans
- 12:23-9.3 Funding
- 12:23-9.4 Counseling, assessment and employability development planning
- 12:23-9.5 Coordination and consultation requirements
- 12:23-9.6 Basic skills funds are to supplement existing resources
- 12:23-9.7 Monitoring and oversight
- 12:23-9.8 Limitations on administrative costs for service providers
- 12:23-9.9 Prohibition on use of funds

**SUBCHAPTER 10. RECORDS, REPORTS, AND
PERFORMANCE**

- 12:23-10.1 Purpose
- 12:23-10.2 Scope
- 12:23-10.3 Reporting requirements
- 12:23-10.4 Disclosure of information
- 12:23-10.5 Performance standards and evaluation

SUBCHAPTER 1. DEFINITIONS

12:23-1.1 Definitions

The following words and terms, when used in this chapter, shall have the following meanings:

“Act” means the 1992 New Jersey Employment and Workforce Development Act, P.L. 1992, c.43 (N.J.S.A. 34:15D-1 et seq.)

“Administrative cost” means any costs incurred by the Department to administer the program, including any cost required to collect information and conduct evaluations of service providers and surveys of occupations pursuant to N.J.S.A. 34:15D-1 et al. to the extent that funding is not available from Federal or other sources.

“Application fee” means the charge assessed by an institution of higher education to process a student application for admission to the institution.

“Apprenticeship Policy Committee” means the New Jersey Apprenticeship Policy Committee established by an agreement between the Bureau of Apprenticeship and Training in the United States Department of Labor, the State Department of Labor, and the State Department of Education and consisting of a representative of the Departments of Education and Labor, the Director of Region II of the Bureau of Apprenticeship and Training in the United States Department of Labor, and a representative of the New Jersey State AFL-CIO.

“Approved training” means training that is occupational, remedial or a combination of the two that meets the requirements stated in N.J.A.C. 12:23-3.3.

“Basic skills training” means basic mathematics, reading comprehension, basic computer literacy, English proficiency and work-readiness skills, and shall be regarded as a form of remedial education. In addition to remedial education, basic skills can also include communication, interpersonal and decision-making skills.

“Commissioner” means the Commissioner of Labor or the Commissioner’s designees.

“Customized training services” means services that are provided by the Office of Customized Training or through arrangements made or coordinated by the Office of Customized Training.

“Department” means the New Jersey Department of Labor.

“Eligible individual” means a qualified displaced worker or a qualified employed worker. For remedial education, eligible individuals also include qualified disadvantaged workers, qualified individuals with disabilities, individuals with learning disabilities, and individuals seeking to enter apprenticeship training.

“Eligible training provider list” means a list of all training providers who meet the requirements established by the State Employment and Training Commission.

“Employability Development Plan” (EDP) means a written signed agreement between a qualified job counselor and a participant in which an occupational goal, course of training or educational and other related activities in the Workforce Development Partnership Program are specified based on an assessment of the individual. The EDP may include occupational training, remedial education, or a combination of both.

“Employer” or “business” means any employer subject to the provisions of N.J.S.A. 43:21-1 et seq.

“Employment and training services” means:

1. Counseling;
2. Occupational training;
3. Remedial education; or
4. Occupational safety and health training.

“English as a Second Language” means training designed for persons with limited English language skills to prepare them in the acquisition of understanding, speaking, reading and writing the English language and skills necessary to function effectively in an English speaking environment, in order to enter other basic skills and remediation programs, and to obtain or retain suitable employment. Persons with limited English language skills are those whose primary language is other than English and who have been assessed to be in need of instruction in English as a second language. An adult’s primary language is the language most relied upon by the adult for communication or the language most spoken by the adult in his or her home and work environment.