

Demand Occupation Approval Form

I. REQUESTED ACTION (please check one)

ADDITION

DELETION

II. IDENTIFYING INFORMATION (All Entries Must Be Completed)

WIB Jurisdiction _____ Training Title _____
Submitting Agency _____ CIP Code (nn.nnnn) _____
Contact Name _____ O*NET Code (nn-nnnn.nn) _____
Contact Title _____
Phone Number _____

III. SUPPORTING SOURCES (Provide evidence of Labor Market Demand by presenting a narrative description of the labor market information sources utilized in the determination process. Source information must be maintained on file by the WIB.)

IV. TARGETED CAREER PATH OCCUPATION:

Occupation _____
O*NET Code _____
Career Field _____

V. APPROVAL

Signature _____ Date _____
WIB Chair

(DO NOT WRITE BELOW THIS LINE)

MONITOR REVIEW:

Name _____ Title _____ Date _____

WD-67 (R-8-02)

If public funds are to be used to place a client in occupational training, the occupation must be determined to be “in demand.” This applies to Workforce Investment Act (WIA) and Workforce Development Partnership (WDP) program funds, and all other education and training programs designated by the State Employment and Training Commission (SETC).

The process for determining an occupation to be “in demand” is straightforward. First, check to determine if the occupation is listed on the LWD website, under Labor Market Information, Labor Demand Occupations. If it is, and the WIB agrees with the determination, no additional analysis is required. If the occupation is not listed, the WIB must present evidence that the occupation will have an excess of demand over supply for adequately trained workers. In Section II, describe the labor market information analyzed. These data must be sufficient to justify the determination to the local Workforce Investment Board (WIB) and the COEI.

The WIB should consult with neighboring WIBs prior to making any approval to insure that there is not a surplus of labor in another area, which can effectively meet anticipated demand in the approving WIB. Any “demand” designation must meet the selection requirements of the funding program, and if applicable, the requirements for approval of Additional Benefits for Training (ABT). Any “demand” designation is in effect for the current planning cycle in accordance with the definition of a demand occupation in the WDP program.

In the exceptional case where an individual needs training which is not in itself a demand occupation, but which is intended to lead to employment in a demand occupation, and this is documented in an approved Individual Service Strategy (ISS) or Employability Development Plan (EDP), Section III of this form must be completed to identify the occupation which is the individual’s employment goal and has already been identified as a demand occupation.

Approval forms and the supporting documentation must be maintained with the ISS for individual referrals or with the contract for group training. These files and determinations will be monitored as part of the periodic on-site program monitoring system. A copy of this form must be sent to the COEI within ten (10) days of the WIB’s approval. Mail to: COEI, PO Box 057, Trenton, NJ 08625-0057.

The following guidelines apply to form completion:

I. REQUESTED ACTION: ADDITION OR DELETION

II. IDENTIFYING INFORMATION

- Fill this section out completely to ensure approval is being obtained for the correct county/jurisdiction.
- Use the appropriate code to identify the occupation to be approved (all training must use a CIP Code).

III. SUPPORTING SOURCES

- Indicate all sources used to determine employer demand for this occupation.
- Supporting sources must be occupation specific.
- Supporting documentation should be the most current available.

IV. TARGETED CAREER PATH OCCUPATION

- Occupational title listed in Section I may not be in demand, but training will provide experience towards a career path in the specified demand occupation.
- Title and OES or O*Net Code must identify the targeted job.

V. APPROVAL

- The signature of the WIB Chair is necessary for approval of the demand designation.
- This form is subject to review by WIA or other appropriate program monitors.