

Southwestern Area Workforce Development Board

SOUTHWESTERN AREA GUIDANCE LETTER (SWAGL) 17-02 Occupation in Demand/Labor Market Analysis

DATE OF ISSUE

January 4, 2018

EFFECTIVE DATE

January 8, 2018

APPLICABILITY

This applies to Southwestern Area Workforce Development Board (SAWDB), providers of Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, out-of-school youth employment, and training services.

PURPOSE

The purpose of this guidance letter is to clarify the projected annual job openings in the ITA policy and where to locate the occupation in demand data in the New Mexico Workforce Connections Online System (NMWCOS).

REFERENCES

- A. Individual Training Account Policy 17-08.1
- B. Adult and Dislocated Worker Services State Technical Assistance Guide

BACKGROUND

The Individual Training Account (ITA) is established on behalf of a participant to provide training services. Adult, Dislocated Workers & Youth purchase training services from eligible providers selected from the Eligible Training Provider list of approved providers and in consultation with the case manager.

DEFINITIONS

- A. An "occupation in demand" is defined by the SAWDB as those that have projected annual job openings of 4 or more, or an annual projected employment growth of 8% or more.
- B. TEGL 19-16 - Individual Training Accounts (ITAs) are the primary method to be used for procuring training services under WIOA

- C. Adult and Dislocated Worker Services State Technical Assistance Guide for occupations in demand

REQUIREMENTS

To utilize the Labor Market Analysis to identify that the occupation is in demand and eligible for the training activity.

ACTION

What does the Projected Annual Job Openings mean?

- A. The Projected Annual Job Openings is the "Total Annual Average Openings", which is the **combination of** the Annual Average Openings Due to **Growth and** the Annual Average Openings Due to **Replacement**.
- B. As stated on page 2, section G of the ITA policy, training programs may only be selected from the approved ETPL and must lead to an occupation in demand.

Where do I find the Projected Annual Openings of Four (4) or more in NMWCOS?

Use the following steps to access the Projected Annual Opening section in the NMWCOS for identifying the occupation in demand:

Step:

- (1) Once logged into the NMWCOS, from the left-hand menu, scroll down to Other Staff Services, click on Labor Market Services
- (2) Click on Occupation Profile
- (3) Go to Area and select (Workforce Region and Southwestern Area)
- (4) Then, enter the occupation desired and click search
- (5) Then, scroll to the Employment Data - Projected Annual Openings section to view the "Total Annual Average Openings column"

- (6) If the Total Annual Average Openings are 4 or more, then the occupation is in demand

Where do I find the Annual Projected Employment Growth of 8% or more in NMWCOS?

Use the following steps to access the Annual Projected Employment Growth in the NMWCOS for identifying the occupation in demand:

Step:

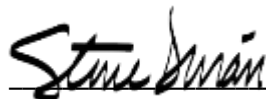
- (1) Once logged into the NMWCOS, from the left-hand menu, scroll down to Other Staff Services, click on Labor Market Services
- (2) Click on Occupation Profile
- (3) Go to Area and select (Workforce Region and Southwestern Area)
- (4) Then, enter the occupation desired and click search
- (5) Then, scroll to the Annual Openings - Occupational Employment & Future Employment Outlook section to view the "Annual Average Percent Change"
- (6) If the Annual Average Percent Change is 8% or more, then the occupation is in demand

Upload an image of the occupational data to the participant's NMWCOS file showing evidence that the occupation was in demand at the time of application.

INQUIRIES

Questions related to this letter may be directed to the Administrative Entity at (575) 744-4857.

ATTESTED



WIOA Administrator