

Using the Toolkit

This toolkit is designed to help interagency state and local/regional career pathway partnerships identify and use federal resources to support career pathways for adults and youth; it will also be a helpful tool for partners to use when doing unified career pathway planning under the Workforce Innovation and Opportunity Act (WIOA). Specifically, the toolkit aims to help partnerships:

- Understand possible key components and tasks involved in developing, implementing, and maintaining career pathway programs;
- Identify how federal resources can support these key components and tasks; and
- Pinpoint state policy changes or other state actions needed to fully realize federal funding opportunities for pathways that connect to them.

WHO SHOULD USE THIS TOOLKIT?

This guide will be most useful for state-level or local/regional interagency teams engaged in discussions about resources and policies across workforce development, adult education, postsecondary education, and human service programs that can support career pathways. In addition, the federal program summaries will aid regions and communities seeking to better understand federal resources that can support career pathway efforts at the regional or local level.

HOW TO USE THIS TOOLKIT

This toolkit is divided into three sections: a funding options worksheet; federal program summaries; and an appendix on federal funding sources for support services.

We recommend three steps for using the toolkit to identify how federal programs might support a partnership's career pathway efforts:

STEP 1: Review the key tasks for building career pathways in the funding options worksheet included in this toolkit. Use the blank worksheet provided or download the [worksheet](#) from CLASP.org to customize the key tasks for your specific initiative.

- Identify the target populations.
- List the key tasks for developing and implementing your approach under each of the main sections: Business and Industry Engagement; Program Innovation; Student Supports and Student Success Services; Student Aid; and Systems and Partnerships.

Note: You may want to use the sample tasks provided or customize tasks based on the specific interests or needs of the state.

STEP 2: Review the federal program summaries and the appendix on support services to identify resources that might support your career pathways initiative. Complete the worksheet with specific information on how individual federal programs can support key tasks in your career pathways initiative.

- Read the program summaries and note examples, program limitations, and opportunities.
- Review the appendix, which identifies the types of support services that participants may need and the various federal resources that can fund them.
- Use the worksheet to record how you can use multiple federal programs. Some partnerships may want to include just one or a few programs per worksheet, with details about each funding source. Other partnerships may want to include a column for each of the 11 federal programs and simply check off which federal funding sources can fund specific tasks. It may be useful to complete multiple worksheets, with each one grouping similar federal programs.

STEP 3: Identify policy changes or actions needed either to remove barriers to supporting career pathways or to encourage wider use of federal resources to support these approaches. Partnerships can use the following questions to identify opportunities for braiding funding streams, as well as develop plans for moving forward:

- What services, including support services, do the target populations need to succeed in career pathways?
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- What funding streams are available to pay for those services? Are all key stakeholders needed for strong partnerships at the table?
- How can co-enrollment be efficiently and effectively used to access funds?
- What partnerships exist, and are there opportunities to build on them to extend their reach?

- Are all key stakeholders needed for strong partnerships at the table?
- What steps can be taken at the state level to align the administrative requirements associated with braiding various funding streams?
- What steps can be taken at the local/regional level to align the administrative requirements associated with braiding various funding streams?

OVERVIEW OF FEDERAL PROGRAM SUMMARIES

This toolkit includes summaries of 11 federal programs that can support various components of state and local/regional career pathways. Four federal departments administer these programs.

Administered by the U.S. Department of Labor:

- Workforce Innovation and Opportunity Act Title I: Adult and Dislocated Worker
- Workforce Innovation and Opportunity Act Title I: YouthTrade Adjustment Assistance
- Workforce Innovation and Opportunity Act Title III: Employment Services (Wagner-Peyser)
- Trade Adjustment Assistance
- Registered Apprenticeship and Pre-Apprenticeship

Administered by the U.S. Department of Education:

- Workforce Innovation and Opportunity Act Title II: Adult Education and Family Literacy Act
- Workforce Innovation and Opportunity Act Title IV: Vocational Rehabilitation Services
- Pell Grants
- Carl D. Perkins Career and Technical Education

Administered by the U.S. Department of Health and Human Services:

- Temporary Assistance for Needy Families

Administered by the U.S. Department of Agriculture:

- Supplemental Nutrition Assistance Program Employment and Training

Some federal resources may support certain key tasks better than others. For example:

Federal programs that may support staff to perform tasks related to [business and industry engagement](#), as well as [systems and partnerships](#):

- Workforce Innovation and Opportunity Act Title III: Employment Service (Wagner-Peyser Act)
- Temporary Assistance for Needy Families

Federal programs that may support [program innovation](#):

- Workforce Innovation and Opportunity Act Title I: Adult and Dislocated Worker
- Workforce Innovation and Opportunity Act Title I: Youth
- Workforce Innovation and Opportunity Act Title II: Adult Education and Family Literacy Act
- Carl D. Perkins Career and Technical Education

Federal programs that may support [student success services](#):

- Workforce Innovation and Opportunity Act Title IV: Vocational Rehabilitation Services
- Temporary Assistance for Needy Families
- Supplemental Nutrition Assistance Program Employment and Training
- Carl D. Perkins Career and Technical Education

Federal programs that may help with [tuition and other costs of education/training](#):

- Workforce Innovation and Opportunity Act Title I: Adult and Dislocated Worker
- Workforce Innovation and Opportunity Act Title IV: Vocational Rehabilitation Services
- Pell Grants
- Trade Adjustment Assistance