



July 25, 2007

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To: Program Managers, Site Supervisors, Case Managers, Local Training Providers, Sacramento Works Career Centers (SWCCs)

From: Kathy Kossick, Executive Director

RE: ITA/Scholarship Caps

Revised WIA Directive #03-05, Revision #2

On July 25, 2007 the Sacramento Works, Inc. approved the addition of Architecture and Engineering as a new Critical Occupational Group.

The maximum Scholarship Award amount for each critical occupational group, commonly referred to as a “cap”, is:

- 1. Administrative and Support Services.....\$5,000
- 2. Architecture and Engineering\$6,000
- 3. Construction.....\$6,000
- 4. Healthcare and Support Services\$10,000
- 5. Information Technology\$7,000
- 6. Installation, Maintenance and Repair\$6,000
- 7. Tourism/Hospitality\$3,000
- 8. Transportation and Production.....\$5,000
- 9. Non-critical Industries\$5,000

Duration: Maximum Scholarship Awards will be for a term of one year. Non-WIA funds may be used to increase the total Scholarship Award beyond the maximum dollar amount. Scholarship Awards may be extended for up to two additional years; however, the need for Scholarship Awards must be reviewed and approved by the SWCC Case Review Team for each additional year.

Waiver: If, after a review of the specific type of training and a case-by-case determination by the Case Review Team, together with the concurrence of both the SWCC Site Supervisor and WIA Regional Manager, that the costs are reasonable and the training is appropriate, a waiver may be granted.

Tuition: The cap on Scholarship Awards does not include payments for Workforce Skills Preparation services, supportive services, and/or benchmark incentives.

Included is a link to the current Local Training Provider List (LTPL) for the Sacramento Workforce Investment Area, <http://www.seta.net/pdfs/etpl.pdf>.

“Preparing People for Success: in School, in Work, in Life”

Sacramento Works, Inc. "Critical Occupational Groups"

ADMINISTRATIVE AND SUPPORT SERVICES

The Administrative and Support Services occupational group is comprised of a diverse group of occupations. In addition to occupations directly related to office administration, clerical support, and finance and insurance, also included in this broad group are occupations that provide a wide variety of support-related activities and services, including firefighting and investigation and security related occupations.

- Locally, for the occupations included in this group, an increase of more than 38,000 jobs due to growth and more than 43,000 jobs due to separation are projected between 2004 and 2014.

ARCHITECTURE AND ENGINEERING

The Architecture and Engineering occupational group is comprised of occupations involved primarily in planning and designing residential, institutional, leisure, commercial, and industrial buildings and structures by applying knowledge of design, construction procedures, zoning regulations, building codes, and building materials.

- Locally, for the occupations included in this group, an increase of nearly 4,500 jobs due to growth and nearly 3,500 jobs due to separation are projected between 2004 and 2014.

CONSTRUCTION

The Construction occupational group is primarily comprised of occupations involved in the construction of buildings. Also included in this group are specialty trade contractors (e.g. Electricians, Painters, Carpet Installers, etc.), Cabinetmakers, Construction and Building Inspectors, Cost Estimators, and Welders.

- Locally, for the occupations included in this group, an increase of nearly 16,000 jobs due to growth and nearly 16,000 jobs due to separation are projected between 2004 and 2014.

HEALTHCARE AND SUPPORT SERVICES

The Healthcare and Support Services occupational group is comprised of occupations employed by hospitals, nursing and residential care facilities, physician's offices, dental offices, outpatient care centers, and medical/diagnostic laboratories. This group will also include biomedical and health related business.

- Locally, for the occupations included in this group, an increase of nearly 12,000 jobs due to growth and more than 8,500 jobs due to separation are projected between 2004 and 2014.

INFORMATION TECHNOLOGY

The Information Technology occupational group is comprised of occupations involved in the design, production, and administration of computer hardware and software systems and networks. As with Administrative and Support Services related occupations, many of the occupations in this category are employed, to some degree, across most industries.

- Locally, for the occupations included in this group, an increase of nearly 6,000 jobs due to growth and more than 2,000 jobs due to separation are projected between 2004 and 2014.

INSTALLATION, MAINTENANCE, AND REPAIR

The Installation, Maintenance, and Repair occupational group is primarily comprised of occupations involved in restoring machinery, equipment, and other products to working order as well as occupations that typically provide general or routine maintenance or service on products to ensure that they work efficiently and to prevent breakdown and unnecessary repairs.

- Locally, for the occupations included in this group, an increase of nearly 6,000 jobs due to growth and nearly 6,000 jobs due to separation are projected between 2004 and 2014.

TOURISM AND HOSPITALITY

The Tourism and Hospitality occupational group is primarily comprised of occupations involved in providing accommodations and food service related activities as well as occupations providing customer service, recreation, and entertainment related activities.

- Locally, for the occupations included in this group, an increase of nearly 20,000 jobs due to growth and more than 29,000 jobs due to separation are projected between 2004 and 2014.

TRANSPORTATION AND PRODUCTION

The Transportation and Production occupational group is comprised of a diverse group of occupations directly related to the actual manufacturing and/or production of goods, as well as the manufacturing of industrial machinery, recycling, and green energy manufacturing efforts. Also included in this category are occupations related to the storage, distribution, and transportation of manufactured goods.

- Locally, for the occupations included in this group, an increase of more than 15,500 jobs due to growth and more than 20,000 jobs due to separation are projected between 2004 and 2014.