



## Standard Operating Procedures for the GRIT program

The Ohio Valley Employment Resource (OVER) Grit Program is designed to complement and fill gaps in the current WIOA programming. The OVER Grit Program will adhere to the local and state WIOA policies in place to govern its operations. However, there are certain exceptions to these policies that will not apply to the OVER Grit Program.

The following list outlines the policies that will govern the Grit Program in Area 15

### Policy: OVERWIOAPL 1-16- OVER Youth Incentive

Caveats that are different from the current WIOA policy or those that do not apply to GRIT.

#### Section III. Implementation

The GRIT OVER program does not offer incentives to participants during the duration of their participation. However, participants who are receiving funding through WIOA (Workforce Innovation and Opportunity Act) will continue to receive incentives as they meet the requirements outlined by the WIOA program.

### Policy: OVERWIOAPL 2-15- Conflict of Interest Board & Staff Members

### Policy: OVERWIOAPL 3-15- Personally Identifiable Information

### Policy: OVERWIOAPL 4-15- Rights Dissemination & Complaint

### Policy: OVERWIOAPL 5-15- Supportive Services

Caveats that are different from the current WIOA policy or those that do not apply to GRIT.

#### Section III. Requirements

- The OVER Grit Program will not be providing supportive services related to relocation assistance. Instead, the OVER Grit Program collaborates with community organizations to find the resources participants need to stay locally. Participants seeking help with relocation will need to explore alternative resources, as this specific type of support is not included.

### Policy: OVERWIOAPL 1-17- Follow Up

Caveats that are different from the current WIOA policy or those that do not apply to GRIT.

#### Section IV. Requirements

- The OVER Grit Program will track participants' progress proceeding the last date of service and or exit date for 90 days. Continuing to provide follow- up services included within the ITA contract. Follow- up engagement with participants should be attempted bi-weekly by phone, virtual, email, mail and or in person. The participant may decline follow up services, if so, it will need to be documented in the participants case file.



## Ohio Valley Employment Resource

PO Box 181 Marietta, OH 45750

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### Policy: OVERWIOAPL 15-11- Use of Individual Training Accounts

Caveats that are different from the current WIOA policy or those that do not apply to GRIT.

#### Section IV. In Demand Training

- In-demand training requirements do not apply. The Grit Program will serve priority and other occupations deemed appropriate for individual placements.

#### Section V. Application of Funding Source

- The Grit Program will serve as the payer of last resort. It will become the primary funding source once it is determined by WIOA that other funding options are exhausted. In cases where alternative funding is available, the Grit Program is to be utilized as a secondary option as available.

#### Section VII. Individual Training Accounts Limits

- The Workforce Development Board has established an Annual \$8,000.00 cap on GRIT funded tuition that starts on the day the participant begins training and ends two (2) years later – this time limit is extended to four (4) years for “priority” jobs, as defined by the state list and for apprenticeship is set by the approved apprenticeship plan.

### Policy: OVERWIOAPL 15-12-13- Work Experience for Youth & Adult/ Dislocated Worker

Caveats that are different from the current WIOA policy or those that do not apply to GRIT.

#### Section III. Policy Implementation

- The GRIT OVER program does not offer incentives to participants during the duration of their participation. However, participants who are receiving funding through WIOA (Workforce Innovation and Opportunity Act) will continue to receive incentives as they meet the requirements outlined by the WIOA program.

Policy: OVERWIOAPL 15-20-Priority of Service for Veterans, Eligible Spouses and Family Caregivers

Policy: OVERWIOAPL 15-22- On Job Training Procedures



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## GRIT Program Enrollment Procedure

### Referrals Submission:

- Referrals must be submitted via the Agency Referral Form at local OMJ Centers.
- OMJ Centers will screen participants for eligibility for either OMJ programs or GRIT programs.

Locations for Referral submissions:

Monroe County 100 Home Ave. Woodsfield, OH 43793 740.472.1602	Noble County 46049 Marietta Rd. Caldwell, OH 43724 740.732.2392 ext. 116	Washington County 311 3rd St. Marietta, OH 45750 740.434.0758	Morgan County 155 E. Main Street McConnelsville, OH 43756 740.962.2519
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### Initial Screening:

- Coaches will contact referred individuals.
- Next steps include completing the Intake form, Inquiry Form, setting up an account, and completing assessment steps.
- After assessment completion, individuals will be informed to contact coaches for further guidance.
- In-person assistance can be arranged if needed by scheduling an initial meeting.

### Assessment Review and Coaching:

- Coaches will schedule meetings with participants who completed the assessment.
- Coaches will review GRIT policies, confirm required documentation (Birth Certificate, State ID, Social Security Number, W-10-99-Signed), review assessment results, and commence coaching with SMART goals.

### Referral Form Actions:

- Coaches will complete the backside portion of the referral form to send to the referrer for follow-up.

### Client Follow-Up and Contact:

- Participants will work closely with GRIT Project Staff to establish a contact schedule via phone, virtual platforms, email, mail, or in-person.
- Biweekly contact with participants is required.