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## STATE INSTRUCTION NUMBER 20-10, Change 1

**To:** DEW Area Directors  
DEW Regional Managers

**Subject:** UI-Approved Training for State Technical College Programs

**Issuance Date:** July 7, 2021

**Effective Date:** Immediately

**Purpose:** This guidance updates the list of short-term programs at a state technical college for Unemployment Insurance (UI)-approved training for Wagner-Peyser (WP) participants or registered-only individuals, to include the addition of Medical Billing and Coding, and Forklift Operator.

**Background:** In order for a UI claimant to continue to collect unemployment benefits while attending training or school, the claimant must be available for and seeking full-time work. A claimant who is not available and seeking work due to enrollment in training may have those requirements waived if the training is considered approved for the UI program. Waivers of eligibility requirements exempt claimants from the condition that they be available for and actively seeking full-time work each week. Activity codes have been created in SC Works Online Services (SCWOS) to appropriately identify WP participants or registered-only individuals who are in UI-approved training programs at state technical colleges.

**Policy:** Claimants receiving unemployment benefits who are in an UI-approved training program are not required to be available for work and are not required to make an active search for work. Additionally, those claimants will not be disqualified for refusal to accept work or failure to apply for work so long as training is satisfactorily progressing toward completion in accordance with the program provider. Claimants' participation in one or more of the following short-term programs (up to 16 weeks) at a state technical college will be considered approved training by UI:

- **Patient Care Technician** – This healthcare program teaches you how to administer basic care to patients. PCTs interact directly with patients to provide assistance with daily tasks.
- **Emergency Medical Technician (EMT)** – Learn the basic knowledge and skills necessary to stabilize and safely transport patients ranging from non-emergency and routine medical transports to life-threatening emergencies.
- **Medical Billing and Coding** – With this program, you will gain the skills necessary to translate medical reports into codes used within the healthcare industry and to process claims with health insurance companies on behalf of healthcare providers.
- **CompTIA (Computing Technology Industry Association) A+ Certification** – The industry standard for establishing a career in IT, this program teaches you how to support today's core technologies from security to cloud to data management and more.
- **Commercial Driver's License (CDL)** – This program offers hands-on training and in-depth classroom instruction necessary to understand and master the daily requirements of a career in professional truck driving.
- **ManuFirstSC (Manufacturing Technician)** – A basic manufacturing certification for individuals needing entry-level eligibility for manufacturing employment. Covers the areas of manufacturing safety, quality awareness, production and processes, and maintenance awareness.
- **MSSC (Manufacturing Skill Standards Council) Certification** – This program helps individuals learn the basic skills and knowledge required for advanced manufacturing and supply chain logistics jobs.
- **OSHA (Occupational Safety and Health Administration) Certification** – Learn about common job-related safety and health hazards during this 10-hour or 30-hour training course.
- **LEAN Six Sigma** – Learn how to help an organization operate more efficiently by analyzing and improving their processes with the tools that you learn in this training program.
- **Welding** – Learn various welding techniques through a wide selection of course offerings.
- **Heavy Equipment Operator** – A combination of in-class and hands on instruction, this training will prepare you for a variety of construction jobs by teaching equipment safety, identification, operation, and basic maintenance.
- **Lineman Technician** – Learn to use the tools and equipment required for safe installation and repair of underground and overhead utilities through a combination of work in the classroom and field settings.
- **Forklift Operator** – Learn how to safely operate a forklift.

The following WP activity codes must be recorded when a reportable individual or WP participant is participating in one of the approved programs listed above while receiving UI benefits:

ACTIVITY CODE	ACTIVITY NAME	DEFINITION	NOTES	TRIGGERS PARTICIPATION	Requires Case Note
U05	UI Claimant Explored State Tech College Training Programs	This code should be entered on a Reportable Individual or a Wagner-Peyser participant (including JVSG and MSFW). This code will allow UI claimants who explored training options at a state technical college to be exempt from the UI work search requirement for that week. This code is used for internal tracking purposes only and is not included in performance.		No	Yes
U06	UI Claimant in Approved State Tech Training Program	This code should be entered on a Reportable Individual or a Wagner-Peyser participant (including JVSG and MSFW). This code will allow UI claimants who are participating in an approved program at a state technical college to be exempt from the UI work search requirement while in training. This code is used for internal tracking purposes only and is not included in performance.		No	Yes

**Note:** For the most up-to-date WP Activity Codes, see the Staff Online Resources in SCWOS.

### Training Exploration

A claimant can explore training options in lieu of work search requirements for one week. The State Technical College System will notify DEW when a claimant explores local technical college training options. The appropriate DEW staff will then enter the U05 activity code on the individuals' WP application, waiving the work search requirement for that week.

### Enrollment in Training

Upon enrollment in an approved training program at a state technical college as listed above, the claimant is responsible for completing and submitting the UI-Approved State Technical College Training Programs Work Search Waiver Form (Attachment A) in person at a comprehensive SC Works center. Upon receipt of the completed and signed form, DEW staff will then enter the U06 activity code on the individual's WP application, waiving the work search requirement for the duration of the training.

- The training start date should be entered as the "Scheduled Date" with the "Actual Service Date" and completion code left blank.
- Upon completion of the training, enter the training end date as the "Actual Service Date" with the appropriate completion code to close the activity.
- Career and referral services should be provided as appropriate, and the form must be uploaded and attached to the required corresponding case note in SCWOS for documentation purposes.

### Service Plan

* Customer Group:	Self-Service/Registered Individual Only
* Service/Activity Code:	U06 - UI Claimant in Approved State Tech Training Program
Program Application Association:	9084828
Scheduled Date:	06/03/2021 <a href="#">Today</a>
Scheduled Time:	: AM
Actual Service Date:	<a href="#">Today</a>
Completion Code:	None Selected
RR Event:	<a href="#">[ RR Search ]</a>
* LWDB / Region:	Midlands
* Office Location:	Columbia Center
* Position:	Staff
Staff User ID - Created:	2305170

Leave Completion Code blank until you are ready to enter the Actual Service Date and close the activity.

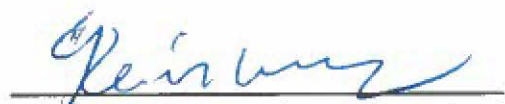
Continuing in Training

The claimant is responsible for submitting the completed form to DEW staff on a **monthly** basis if continuing to actively participate in training for attendance verification purposes. Upon receipt of the completed and signed form, career and referral services should be provided as appropriate, and the form must be uploaded and attached to the required corresponding case note in SCWOS for documentation purposes.

- Although these activity codes are not included in performance, to ensure claimants are reporting as required, supervisory staff should monitor individuals with an open U06 activity code on a monthly basis by running the “Services Provided to Individuals” report in SCWOS and follow-up with individuals as needed. All communication with an individual should be recorded in a case note in SCWOS for documentation purposes.
- Upon completion of training, successful or otherwise, the activity code should be closed as outlined above to remove the work search waiver and prevent the individual from being included indefinitely on internal tracking reports. A corresponding case note in SCWOS is required for documentation purposes.

**Action:** Ensure that DEW staff receive and understand this policy and review the revised list of UI-approved training programs at a state technical college.

**Inquiries:** Questions may be directed to [PolnPro@dew.sc.gov](mailto:PolnPro@dew.sc.gov).

  
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Kevin Cummings, Assistant Executive Director  
Technical Services, Policies, and Reporting

Attachment

# UI-Approved State Technical College Training Programs Work Search Waiver Form



Name: [Click here to enter text](#)

Claimant ID Number: [Click here to enter text.](#)

Technical College Name: [Choose a College](#)

Course Enrolled: [Choose an item.](#)

Completion Status: [Choose an item.](#)

Last Day of Training: [Click to enter a date.](#)

1. Enrolled in Training

- If "Enrolled in Training" is selected, please provide:

Start Date: [Click to enter date.](#)

Anticipated End Date: [Click or tap to enter a date.](#)

2. \*Continuing in Training

- If "Continuing in Training," this form must be submitted **monthly**. See below for additional information.

## Important Form Information:

- If "Enrolled in Training" is selected above, the claimant is responsible for submitting this completed and signed form to DEW staff at the nearest comprehensive SC WORKS Center the week enrolled to ensure future UI work search requirements can be waived. You may click or enter the link below into an internet browser to locate your nearest comprehensive SC Works Center:  
[https://jobs.scworks.org/admin/gsipub/htmlarea/uploads/Contact\\_Information/Comprehensive%20SC%20Works%20Centers.pdf](https://jobs.scworks.org/admin/gsipub/htmlarea/uploads/Contact_Information/Comprehensive%20SC%20Works%20Centers.pdf)
- \*If "Continuing in Training" is selected above, claimant is responsible for submitting this documentation to DEW staff at the nearest comprehensive SC WORKS Center **monthly**, for attendance verification purposes, and to ensure the UI work search requirement continues to be waived. Submission of this form certifies that you are enrolled in and continuing to actively participate in training.
- If applicable, claimant is responsible for notifying DEW staff of drop-out status by submitting this form the week that training was dropped with "dropped out" selected as the completion status above.

Date Form Completed: [Click or tap to enter a date.](#)

Signature of Individual: \_\_\_\_\_

Signature of Technical College Representative: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Job Title: \_\_\_\_\_