Memo

TO: Region VI Approved Apprenticeship Programs
From: Maria K. Larry, Executive Director
CC: Region VI Business Service Representative and Program Manager
Date: REVISED October 2024

Re: WIOA Eligibility Process for Apprenticeship Participants who reside in Region VI

To streamline the WIOA Eligibility Process for Apprenticeship Programs and Participants, Region VI has developed a single point of contact. Effective immediately, participant and training information should be emailed to:
Jame Payton–Fortney, Business Services Representative for Region VI, jpaytonfortney@hrdfwv.org, (304) 413-6069.

For any participant that resides in Region VI (**Barbour, Braxton, Doddridge, Gilmer, Harrison, Lewis, Marion, Monongalia, Preston, Randolph, Taylor, Tucker, and Upshur Counties**), please email the information below to Jayme as soon as possible. Participants must be deemed **eligible** prior to the first day of training.

As participants are accepted into the program, the below information should be emailed to Jayme (preferably no later than a week before the start of training):
- Full name
- Contact Telephone Number
- Email address
- Any copies of identification (Driver's License, SS Card, Birth Certificate, etc.)
- Training start date/end date
- Training location
- A complete list of Eligibility Documentation is *attached* and further documentation may be required once initial contact is made with the potential participant.

All the above information should be emailed to:
- Jame Payton–Fortney, Business Services Representative for Region VI, jpaytonfortney@hrdfwv.org
- cc: Amy Hall, Program Director/EO Officer, Region VI Workforce Development Board, ahall@region6wv.org

Upon receipt of the participant's information, the participant will be contacted immediately to start the eligibility process. The Apprenticeship Program Representative will be kept updated as to the status of eligibility for participants.

All apprenticeship policies and forms are located on our website, www.regionviwv.org, under the Apprenticeship Tab.