

## Memo

TO: Region VI Approved Apprenticeship Programs

From: Maria K. Larry, Executive Director

CC: Region VI Business Service Representative and Program Manager

Date: **REVISED** March 11, 2025

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

In an effort 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 **Kelly Shough, Business Service Representative for Region VI**. Kelly's email is [kshough@hrdfwv.org](mailto:kshough@hrdfwv.org) and direct telephone number is 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 Kelly as soon as possible. Participants must be deemed eligible prior to the first day of training.

As participants are accepted into the apprenticeship program, the below information should be emailed to Kelly Shough (preferably no later than a week before the start of training):

- Full name
- Contact Telephone Number
- Email address
- Any copies of identification (Drivers 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 of the above information should be emailed to:

- Kelly Shough Business Services Representative, [kshough@hrdfwv.org](mailto:kshough@hrdfwv.org)
- cc: Amy Hall, Program Director/EO Officer, Region VI Workforce Development Board, [ahall@region6wv.org](mailto: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](http://www.regionviwv.org) under the Apprenticeship Tab.