

**WORKFORCE  
ADVISORY**




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**TO:** ESD Community Development Specialists

**From** Corine Geldhof, Director   
Division of Business Partnerships

**SUBJECT:** STEP Program Eligibility Guidance

Clarification of STEP Regulation 8 AAC 87.045 Program Eligibility is necessary to promote utilizing STEP funds throughout the program year.

The regulation states:

“When it is inappropriate to serve an otherwise eligible person under the Workforce Investment Act (WIA) program or if WIA program money is not available to provide similar services, then the person may receive training and or services under STEP if the person meets the criteria.”

The terminology “inappropriate to serve under WIA” is interpreted by the Division of Business Partnerships as follows. If potential candidates demonstrate the following characteristics when determining eligibility and suitability for the program during the initial assessment phase, then those candidates should be considered for funding under STEP prior to WIA and/or any other funding streams:

- The candidate meets STEP eligibility
- The candidate demonstrates a consistent work history and good work ethic
- The candidate requires limited case management and is motivated to gain employment, and
- The candidate needs to gain skills to improve their employability and wage earnings.

When determined appropriate, case managers can combine other funding sources to compliment STEP funds, but STEP should not be used to replace otherwise available funds.

Any questions regarding this Workforce Advisory should be directed to Christine Sanderford, Program Lead, Division of Business Partnerships, at 907-269-2002 (phone), 907-269-4661 (fax), or [christine\\_sanderford@labor.state.ak.us](mailto:christine_sanderford@labor.state.ak.us) (e-mail).