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Number: 26-002  
Date: November 24, 2025  
Expiration: June 30, 2026

**TO:** Division of Employment and Training Services Staff

**FROM:** Paloma Harbour, Director *PJA*

**SUBJECT:** Individual Funding Limits

This advisory is to provide Division of Employment and Training Services (DETS) staff with individual funding limits for various programs delivered through the division during Program Year 2025/State Fiscal Year 2026, effective November 25, 2025.

To ensure effective and efficient use of training and support services funds, the limits are based on Individual Employment Plans (IEP), for new enrollees. STEP funds may be used for either training or support services but cannot exceed the total in the table provided below. SAEF funds may only be used for support services in combination with a SAEF-funded training service.

The total funding for an IEP **may not exceed \$20,000** for all programs combined.

The program limits are as follows:

| <b>Program</b>                                | <b>Training<br/>Services</b> | <b>Support<br/>Services</b> |
|---|------------------------------|-----------------------------|
| WIOA Adult                                    | \$15,000                     | \$12,500                    |
| WIOA Dislocated Worker                        | \$15,000                     | \$12,500                    |
| SAEF – State Apprenticeship Expansion Formula | \$5,000                      |                             |
| STEP – State Training and Employment Program  | \$15,000                     |                             |

Exceptions to this advisory must be approved by the Division Director.

Any questions regarding this Workforce Advisory should be directed to James Harvey, DETS Deputy Director, (907) 465-4891.