



**MID-CAROLINA
WORKFORCE & TALENT
DEVELOPMENT**

Policy Letter #6

TO: All Staff

FROM: Justin Hembree, Interim Director

SUBJECT: Repeat Customers

The following rules will apply to all repeat customers:

1. A repeat customer is defined as an individual who received training/supportive services from the NCWorks Career Center, has been exited (**90 days**) from the program, and has returned seeking additional assistance.
2. Repeat customers shall not be given priority for enrollment due to the number of individuals seeking first-time enrollment and the fact that repeat customers have gained employable skills as a result of their previous sponsorship.
3. Case notes are required at the initial intake of the repeat customer regarding the review of previous financial expenditures to ensure they have not exceeded the lifetime training cap of \$8,000.
4. Policy Letter #4, Selection & Priority of Service, addresses factors to take into consideration when selecting customers for training opportunities.

Creation Date

July 2022