	New Jersey Workforce Innovation Notice	WD-PY26-4
	Issued By:	Workforce Development Division of Career Services
	Approved By:	Dr. Yolanda Allen, Assistant Commissioner Workforce Development *Yolanda H. Allen*
	Issued Date:	November 10, 2026

SUBJECT: **Digital Innovation Learning Center Grant Guidance**

EFFECTIVE DATE: This NJWIN is effective **Immediately.**

FOR MORE INFORMATION: Questions regarding this notice should be directed to WorkforcePOLICY@dol.nj.gov.

POLICY SUMMARY:

This grant awards New Jersey Local Workforce Development Boards funding to provide literacy and job skills that move basic skills deficient WIOA, TANF, and SNAP participants into unsubsidized employment.

Eligible Grantees

These funds are only available for New Jersey Local Workforce Development Boards.

Grantee Responsibilities

The grantee will be the lead agency and overall coordinator of the grant. Specific duties include, but are not limited to:

- Recruit and enroll participants in the Digital Innovation Learning Center. Outreach must be conducted in accordance with the requirements of TEGL 11-25.
- Conduct an orientation for all participants to ensure program requirements are met, training requirements are understood, and participant rights and responsibilities are reviewed.
- Register all participants in AOSOS and identify them as Grant participants with their local One-Stop Career Center.
- Ensure all grant participants receive an objective assessment of their literacy/numeracy skills (such as TABE, CASAS, BEST, or similar tests). A One-Stop may accept the results of an objective assessment that was conducted no more than one year prior to program intake. The results of these assessments must be incorporated into each participant's individual employment plan.
- Develop, maintain and update participant individualized employment plans in AOSOS. Employment plans must identify the targeted outcome(s) and track progress towards them with the goal of unsubsidized employment.

- Ensure participant AOSOS records include case notes, pre- and post-test, and training start/end dates.
- Ensure all participants are provided with ongoing case management and Career Services.
- Provide marketable job skills training for participants that leads to long-term career pathways, pre-apprenticeships, job retention, and industry recognized credentials.
- Track program participation and activities in AOSOS, including all outcomes related to the measurable skills gain performance indicator for WIOA, WFNJ and SNAP.
- Report performance and outcomes to NJDOL on a quarterly basis.
- Coordinate the Digital Innovation Learning Center funds with other funding streams, including local WIOA funds, as necessary to ensure that participants enter unsubsidized employment.

Targeted Populations
Grant funds may be used for the following populations:

- WIOA Title I Adults
- WIOA Title I Dislocated Workers
- TANF Recipients
- SNAP Recipients

Additionally, to receive services under this grant, participants must be determined to be basic skills deficient through an objective assessment of their literacy/numeracy skills.
For operational questions regarding grant implementation, contact WorkforcePOD@dol.nj.gov

Participant Outcomes
Grant services must be designed to help each participant achieve one or more of the following outcomes:

- Increase in grade level
- Increased in English language proficiency
- Attainment of the level required to enter training
- Entry into unsubsidized employment

Period of Performance
These funds are available from October 1, 2026, to September 30, 2027.

Budget and Program Planning Requirements
Grantees must develop and submit for NJDOL approval, a budget based on the Notice of Award, a program activity plan, and expected level of service for the use of grant funds.

Cost Per Participant
Grant funds used may not exceed $1500 per participant.

Allowable Costs
Funds may only be used to support services that are specific to this award; hence these funds may not be used to supplant or duplicate existing funding streams.

All expenditures must be allowable and allocable as per the Cost Principles provided in the Uniform Administrative Requirements at 2 CFR 400 Subpart E. Expenditures must be directly associated with the provision of services necessary to ensure that participants can achieve unsubsidized employment. All purchases must adhere to the Unform Administrative Requirements at 2 CFR 200 et. al, State and local public contracting law and the requirements for approval of purchases provided in WD PY 25.1.

The grantee assumes full responsibility for the operations, monitoring, support, procurement and purchases of equipment, devices, software and all other associated costs for operating the Digital Innovation Learning Center.

Any procurement of sub-contracts must adhere to the Uniform Administrative Requirements at 2 CF 200, New Jersey Local Public Contract Law, and WIOA Regulations. Failure to meet performance goals or to expend funds will impact future grant opportunities. NJDOL reserves the right to rescind any unspent funds. NJDOL also reserves the right to extend the contracts of successful applicants, contingent available funding.

Monitoring and Oversight
NJDOL will conduct monitoring and oversight regarding the use of grant funds. Grantees, and any sub-recipients, must maintain all records pertaining to the use of grant funds for monitoring and/or audit purposes.

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