



1021 Kingsway Dr. Suite 1
Cape Girardeau, MO 63701

www.job4you.org

Phone: 573.334.0990, Relay 711

Eligible Training Provider System Policy

The Southeast Missouri Workforce Development Board has established this Eligible Training Provider System Policy to satisfy requirements established by the current OWD Issuance. The information contained in this policy is to support informed participant choice, outline requirements of Eligible Training Providers, and to fulfill obligations under 20 CFR 680.430.

Procedure for the local Workforce Development Board approval of ETPS programs

For initial local approval of an Eligible Training Provider program the following conditions must be satisfied:

- All eligibility criteria required by Missouri State Division of Workforce Development to be listed as an Eligible Training Provider must be complete and approved by the state including the ability for the Eligible Training Provider to:
 - Demonstrate they have been in business teaching a program for at least 12 months;
 - Show documentation that they are certified by the appropriate governing body; and
 - Maintain a website including the program descriptions, tuition, fees, and supplies.
- Eligible Training Providers must agree comply with all provisions listed in the Eligible Training Provider System Training Provider Applicant – Assurances Agreement.
- The program must be listed as approved on the Missouri Eligible Training Provider List. The program must be approved, not just the provider.
- The training program must be an in-demand occupation for the Southeast Region. In-Demand occupations can be found in MERIC publication. In-Demand occupations are classified with a Career Outlook grade of B or above.
- The Eligible Training Provider must meet all local policy qualifications for approval in the Southeast Region.

WIOA requirements of providers

The Eligible Training Provider is responsible for ensuring they are aware and complying with all of the federal and state WIOA requirements including nondiscrimination and equal opportunity requirements, compliance with 29 CFR Part 38, and local requirements outlined in this policy.

Training providers must agree to follow all requirements of the Workforce Innovation and Opportunity Act, including:

- The Eligible Training Provider should maintain a current signed copy of the Eligible Training Provider System Training Provider Applicant – Assurances Agreement; which assures that the Eligible Training Provider has the ability to comply with the nondiscrimination and equal opportunity provisions of the following laws and will remain in compliance for the duration of the award of federal financial assistance.
- The Eligible Training Provider must have a designated staff person that will work with the Local Equal Opportunity Officer to assist with questions, complaints, and the nondiscrimination and equal opportunity policies and regulations, this person should be knowledgeable of the regulations and expectations listed in 29 CFR Part 38.
- The Missouri Division of Workforce Development's "Equal Opportunity is the Law" poster should be posted in prominent areas frequented by staff and students in the facility.

- All contract agreements entered into by the Eligible Training Provider should contain nondiscrimination and equal opportunity provisions.
- Training provider must maintain an outreach plan to advertise to underserved populations.
- The Eligible Training Provider should have an accommodations policy and accommodation request procedure.
- The Eligible Training Provider should develop a process for analyzing equal opportunity demographics for students, applicants for employment, and employees for this institution. The following items can be requested during an EO monitoring visit:
 - A copy of all training program applications by demographics,
 - A copy of training program selection outcomes by demographics,
 - A copy of training programs graduation/completed outcomes by demographics,
 - A copy of training programs incomplete outcomes by demographics,
 - A copy of training programs placement wages outcomes by demographics.
 - A copy of all applicants for employment by demographics,
 - A copy of hiring selections for employment by demographics,
 - A copy of termination of employment by demographics
- The training provider must have a confidentiality policy that includes a process for collecting and storing confidential information.
- The training provider must have a written complaint policy and procedure.
- Additionally, the training provider must allow monitoring visits, at any reasonable time, for Equal Opportunity compliance, WIOA compliance, and participant progress.

Expected Performance Levels

Approved training providers will collect and share data on the outcomes of all students, not just WIOA funded students. The Southeast Workforce Development Board will follow state guidance on expected performance levels. The Governor’s criteria for preliminary performance information per program are:

- Institutional Credential Attainment Rate,
- Employment Six and Twelve Months after Exit, and
- Median Earning Six Months after Exit.

If the state finds these expected performance levels to be acceptable the Southeast Region will deem them as acceptable as well. Southeast Region will also accept a waiver for performance levels if it is approved by the state.

Procedures for PELL grant reimbursement to WIOA tuition

All participants assessed as appropriate for a classroom training activity will be required to apply for available grants including Pell grants, scholarships, financial aid, and other funding sources prior to utilizing WIOA funds (not including loans). Participants who are eligible to receive Pell Grants must apply 100% of their awarded Pell to the tuition and training costs. Supportive Services are available for participants who qualify to assist with some additional needs, depending on budgets and availability of funds.

Terms, conditions, and expectation of Approved Eligible Training Providers

Training Providers agree to the following terms and expectations of locally approved eligible training providers:

- The Eligible Training Provider understands it is their responsibility to get on the Missouri Eligible Training Provider List and maintain any desired subsequent approvals to remain on the list.
- Programs will retain their local approval status for one year from the original approval. After one year the Training Provider must complete the process of the original approval for subsequent approval, this must be done by the Eligible Training Provider through the ETPS website.
- Training Provider must fully comply with all of the federal and state WIOA requirements including nondiscrimination and equal opportunity requirements, all local requirements outlined in this policy, and compliance with 29 CFR part 38, including Record Keeping and other Affirmative Obligations of Recipient.
- The Eligible Training Provider must be able to produce, at any reasonable time, updated equal opportunity demographics for students that attend the institution.

The Workforce Development Board is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

- Training Provider will allow Workforce Development Board Staff and/or Job Center staff to monitor for program compliance and to insure compliance with Nondiscrimination and Equal Opportunity provisions and requirements.
- If at any time the Workforce Development Board determines the training provider is no longer adhering to the terms and expectations listed in this document, the approval will be disqualified and the training provider notified. The local area may grant a probationary period for corrective action before disqualifying the program for local approval. Any participant currently enrolled will be allowed to finish the current funding cycle.

Out of State Training Providers

In the WIOA Final Rule 20 CFR sections 680.520, additionally, the Department of Higher Education and Workforce Development has Eligible Training Provider System Policy and Procedures Guidance that states, "Participants may choose training providers and programs outside of the local area or the State of Missouri, provided that the provider/training is on the ETP list in accordance with local policies and procedures." In order for our region to use these out-of-state providers, the training institution must have their programs posted as WIOA approved by the respective state's Eligible Training Provider System and there must be a valid reciprocal agreements between Missouri and the state this provider is located. All approved training programs must be located within the continental United States. The program must also be consistent with local policies and procedures for the Southeast Region.

Eligible Training Providers Invoicing Requirements

All pre-training requirements for participants in WIOA paid training must be finalized and/or resulted before invoicing the Southeast Workforce Development Board.

- Training providers that require students to pass any type of drug testing, background check, physical, and/or screenings for training must have these requirements completed and results obtained prior to the start of the student's training or prior to the refund period drop date.
- The participant must pass all testing requirements and be participating in the current class before payment is made.
- In the event a WIOA participant/student does not pass the required drug testing, background check, physicals and/or screening; the training provider will invoice the Workforce Development Board (WDB) for the fees incurred only, not the total of the tuition. These fees must be invoiced as training fees.
- Any WIOA funds left on an account that result in a credit balance must be reimbursed to the Southeast Workforce Development Board, not to the student. The Southeast Workforce Development Board does not collect overpayment for loans, grants, or scholarships that would be reimbursed to the student, but in the event WIOA funds have left a credit on the account, those federal dollars must be returned to the Southeast Workforce Development Board.

Job Center Staff Requirements

Job Center and Youth Program staff members have the following responsibilities to assist locally approved Eligible Training Providers:

- Job Center and Youth staff should disseminate information about the Eligible Training Provider System to interested participants and/or training providers;
- Staff must ensure the program is currently approved and listed on the Missouri Eligible Training Provider List and that the program is listed as locally approved by the Southeast Region at the beginning of each funding cycle. A copy of this approval must be uploaded into the case management system. Staff should also make sure the program meets the regional in-demand occupation requirements before obligating funds to send a participant to the Eligible Training Provider.
- Staff should consult with the Eligible Training provider to ensure they have the current version of this Eligible Training Provider System Policy.
- Copies of all P-201/P-208 forms must be sent to the Program Management for the Workforce Development Board.
- Staff should make sure the participant is aware of the established funding and time limitations for the Southeast Region. Participants are not entitled to the maximum amount of these limitations.
- Once training has been completed, the results must be recorded in the data system. Documents that support the successful completion of a training program must be uploaded into the case management system.
- Staff should refer to all federal, state, and local guidance to ensure all participant eligibility and requirements have been met,

The Workforce Development Board is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

including the local WIOA Training and Tuition Procedure.

Workforce Development Board Compliance Department Staff Requirements

The Southeast Workforce Development Board hereby acknowledges the local board's responsibility to:

- Carry out the login and online procedures assigned to the Southeast Workforce Development Board;
- Determine and approve initial eligibility;
- Renew the eligibility of providers and programs;
- Work with the state to ensure eligible participants have appropriate access to sufficient numbers and types of training providers of training services that are eligible due to the state and local policy; and
- Terminate Eligible Training Providers or programs, when necessary, due to poor performance or violation of WIOA requirements.

For questions or concerns about this policy please contact your local Job Center Staff Representative or the Southeast Workforce Development Board Equal Opportunity Officer/WIOA Compliance Manager:

Cape Girardeau Job Center:	(573) 381-2464
Kennett Job Center:	(573) 888-4518
Sikeston Job Center:	(573) 475-9652
Park Hills Job Center:	(573) 518-2431

Workforce Development Board of Southeast Missouri
Phone - 573-334-0990