Policy Letter #9

TO: **All Mid-Carolina Workforce Development Service Providers**

FROM: **Samantha Wullenwaber, Director**

SUBJECT: **WIOA Eligible Training Provider Guidelines Policy**

PURPOSE

To provide eligibility criteria, biennial certification procedures, penalties, and appeals processes for implementing Eligible Training Provider (ETP) requirements in accordance with the Workforce Innovation and Opportunity Act (WIOA) of 2014. These guidelines are applicable to providers of occupational skills training (OST) services for Adults, Dislocated Workers, Youth, and other populations as defined by WIOA Title 1-B.

BACKGROUND

WIOA seeks to promote an environment that fosters customer choice in education and training through data transparency in performance accountability. Such an environment will enhance the quality of customers' choices in the attainment of skills, credentials, certificates, and diplomas that will lead to employment in occupations that are in demand in the local economy. WIOA sets forth the requirements and general processes by which training providers and programs can be included on the State Eligible Training Provider List (ETPL) by validating that all listed providers and their programs meet minimum State standards.

Eligible participants who need training can use the list of these eligible training providers to make an informed choice. The ability of providers to successfully perform, the procedures used to establish eligibility, and the degree to which information, including performance information, on those providers is made available to customers eligible for training services, are key factors affecting the successful implementation of the workforce investment system.

ACTION

North Carolina supports a statewide system, NCWorks Online (www.ncworks.gov) that maintains a list of training providers. Programs are approved at the state level, but the Mid-Carolina Workforce Development Board (WDB) has the ability to decide if the training is in demand in the impacted area. Cost considerations are relative to market and comparable programs, cost for training does not exceed the Board's expenditure limit of $8,000.00, a required graduation rate of 50% - 75%, credential rate of 50% - 75%, and employment placement rate of 50% - 75%. Inclusion on the ETPL in itself does not guarantee that WIOA funds are available for enrollment in an eligible offering. The availability of WIOA funding for enrollment is based on many factors including assessment of an individual's employment needs.

In working with the state, Mid-Carolina WDB must ensure that there are sufficient numbers and types of career and training services, including eligible providers with expertise in assisting individuals with disabilities and eligible providers with expertise in assisting adults in need of adult education and literacy activities, serving the local area and providing the services involved in a manner that maximizes consumer choice and leads to competitive, integrated employment

for individuals with disabilities.

Mid-Carolina WDB staff are authorized to approve new training programs requested by currently certified Training Providers, provided that:

- The program is listed on the State Eligible Training Provider List (ETPL) and WIOA approved.

Requests from **new Training Providers** seeking certification will be submitted to the Mid-Carolina WDB Members for review and approval.

Mid-Carolina WDB staff may decertify a Training Provider when the provider no longer meets the expectations and requirements outlined in applicable policies, state guidance, or ETPL standards.

When necessary, Board staff will convene with appropriate parties to review compliance issues and determine the status of the Training Provider.

Eligible participants of WIOA Title I programs who are enrolled in training services must receive an Individual Training Accounts (ITA); reference Policy #8: ITA Policy and Procedure.

PROCEDURE

The Service Provider must check NCWorks Online to verify if the provider and applicable training programs are listed in NCWorks.

1. If the provider and training program is listed in NCWorks, the Service Provider must confirm if it has been approved for WIOA and certified for the Mid-Carolina Local Area. If approved for WIOA and certified for the Mid-Carolina Local Area, the Service Provider may proceed with enrollment.

2. If the provider and/or training program is not listed in NCWorks and/or not approved for WIOA and/or not certified for the Mid-Carolina Local Area, the Service Provider must complete the WIOA ETPL Request form (Attachment B) and submit to applicable Mid-Carolina WDB staff (email is preferred). Only forms that provide complete and accurate information will be considered. Approval for new training providers and programs are subject to DWS and Mid-Carolina WDB approval.

3. Providers have the ability to self-register and apply for consideration to be an ETP through NCWorks Online (www.ncworks.gov). Once the provider profile is approved, the provider may enter program information.

4. WIOA-approved providers and programs seeking Mid-Carolina certification will be submitted to the Mid-Carolina WDB for consideration at the earliest opportunity. The review team may request additional information from the provider in order to render a decision.

Adults/Dislocated Workers

a. Training Providers Listed on the ETPL
When an enrolled individual is participating in a training activity with a training provider listed on the ETPL, and all or part of the tuition is being paid for with funding from a non-WIOA funding source, and the Service Provider is paying for the remaining training related costs, he/she shall be enrolled in Occupational Skills Training – (Approved ETPL Provider) – Activity Code 300. All appropriate training related costs (including any part of the tuition not paid by non-WIOA funding source) may be charged as Training Expenditures.

Note: All training services must have the applicable training provider/course linked to the associated activity code in the participant's file through the NCWorks Online system.

b. Training Providers Not Listed on the ETPL
When an enrolled individual is participating in a training activity with a training provider that is not listed on the ETPL, he/she shall be enrolled in Occupational Skills Training (non ETPL provider) – Activity Code 328. WIOA does not allow the payment of tuition (in full or in part) through an ITA for a training provider that is not listed on the ETPL, but "training related" costs may be paid. These "training related" costs, however, may not be charged as Training Expenditures. Instead, they must be charged to the "Supportive Services" cost category, and the financial need of the individual for such services must be documented in the participant file, recorded on the Individual Employment Plan/Individual Service Strategy, and documented in case notes.

Youth (Out-of-School Youth, Aged 16-24 Only)

a. Training Providers Listed on the ETPL
When an Out-of-School Youth, aged 16-24, is participating in a training activity with a training provider listed on the ETPL, he/she shall be enrolled in Occupational Skills Training – (Approved ETPL Provider) – Activity Code 416. Priority shall be given to training programs that lead to recognized post-secondary credentials, and that align with in-demand industry sectors or occupations in the local area. Costs shall be charged as program expenditures on the monthly invoice.

b. Training Providers Not Listed on the ETPL
When an Out-of-School Youth, aged 16-24, is participating in a training activity with a training provider that is not listed on the ETPL, tuition payments cannot be made with WIOA funding. The participant shall be enrolled in ***Enrolled Post-Secondary Education – Activity Code 430***.

The participant can be assisted with books, fees (not tuition), school supplies, and other necessary costs, and these costs shall be charged as "Supportive Services," on the monthly invoice and the individual's financial need must be documented in the participant file by including the financial need on the individual employment plan/individual service strategy; and, recorded in case notes. Youth receiving this type of supportive service shall be enrolled in Supportive Service: ***Post-Secondary Academic Materials – Activity Code CSS and 429***.

Youth (In-School Youth, Aged 14-24)
WIOA funds may not be utilized to provide ITAs to In-School Youth. In-School Youth who are attending secondary education may, however, be assisted with books, fees (not tuition), school supplies, and other necessary costs, and these costs shall be charged as "Supportive Services," and the individual's financial need must be documented in the participant file. Youth receiving this type of supportive service shall be enrolled in ***Supportive Service: Post-Secondary Academic Materials – Activity Code CSS***.

In-School Youth who are attending post-secondary education that the Service Provider is supporting through supportive services as outlined in the previous paragraph should also be enrolled in ***Enrolled Post-Secondary Education – Activity Code 430***. As with any youth (In-School or Out-of-School) enrolled in ***Enrolled Post-Secondary Education – Activity Code 430***, monthly progress reports are required for as long as the youth is participating in post-secondary education and is enrolled in the WIOA program.

REFERENCES

CPS 11-2021, Change 2 Eligible Training Provider Guidelines, Penalties, Appeal Process and Performance Reporting
Workforce Innovation and Opportunity Act (WIOA) Section 122
TEGL 21-16: Third Workforce Innovation and Opportunity Act (WIOA) Title I Youth Formula Program Guidance
TEGL 41-14: Workforce Innovation and Opportunity Act (WIOA) Title I Training Provider Eligibility Transition

ATTACHMENT

Attachment A: CPS 11-2021, Change 1 Eligible Training Provider Guidelines, Penalties, Appeal Process and Performance Reporting
Attachment B: WIOA Eligible Training Provider Request form

CREATION DATE

July 2022

REVISION DATES

December 2024
June 2025
January 2026
March 2026