ADMINISTRATIVE POLICIES/PROCEDURES

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Subject: Local Eligible Training Provider List

In order to support informed consumer choice and the achievement of local performance indicators, the Workforce Development Board of North Missouri (WDB) is establishing this policy in accordance with current Missouri Office of Workforce Development Issuance. It is our desire to ensure consumers have appropriate access to sufficient numbers and types of providers of training services.

Procedure for the Local Workforce Development Board Approval of ETP Programs

When a training-eligible participant selects a training provider, the Job Center Functional Leaders/Program Directors will confirm the program is approved and in good standing on Missouri's Eligible Training Provider System (ETPS). The **program** must be approved on the ETPS, not just the training provider. That training program must be in an occupation that leads to economic self-sufficiency or wages comparable to or higher than the wages from previous employment and directly linked to the employment opportunities in the local area.

WIOA Requirements of Training Providers

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

- The organization should have an EO Officer or a staff person responsible for nondiscrimination and equal opportunity policies and regulations.
- The Missouri Office of Workforce Development's "Equal Opportunity is the Law" poster should be posted in the facility.
- Contract agreements should contain nondiscrimination and equal opportunity provisions.
- Training providers should advertise to underserved populations.
- The organization should have an accommodations policy.
- There should be a process for analyzing equal opportunity demographics for students that attend the institution. The following may 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/completion outcomes by demographics
    - A copy of training programs non-completers by demographics
    - A copy of training programs placement wages outcomes by demographics
- The training provider should have a confidentiality policy including a process for collecting confidential information.
- The training provider should have a written complaint policy.

Additionally, the training provider must allow monitoring visits for EO compliance, WIOA compliance and participant progress.

Expected Performance Levels

Approved training providers must collect and share data on the outcomes of all students. Training providers must meet or exceed the entered employment, retention and wage rate of the Workforce Development Board of North Missouri Region for the current Program Year. This rate is negotiated with Missouri Office of Workforce Development annually; training providers should check the WDB's planned performance rate for the current Program Year by visiting the WDB website (www.wdbnorthmo.org).

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. Participants must be unable to obtain other grant assistance or require assistance beyond the assistance made available, including Federal PELL Grants - WIOA is funding of last resort. See the WDB *Individual Training Account Policy* on www.wdbnorthmo.org.

When a participant is eligible for PELL, it is to be used for other PELL-eligible expenses; WIOA will pay tuition, books and fees.

Terms and Expectation of Eligible Training Providers

- The training program is listed on the Missouri ETPS
- Average training-related job placements of past graduates equal the entered employment, retention and wage performance rate required of the Region for the

current Program Year. This requires the training provider to collect job placement data on its graduates. This data must be available to the Program Director for review.

- Individuals with similar training/credentials are able to earn a living wage with the training or credential they provide.
- The cost of supportive services required to complete the training is not prohibitive.
- Training provider will collect the required data for EO compliance.
- Training provider will submit student progress reports. Students will sign a release of information form with WIOA staff for this information to be shared.
- Training Provider will allow WDB staff to monitor for program compliance and to ensure compliance with EO requirements

Methods of Gaining Local Approval

- The training provider must meet the expectations outlined above.
- The Program Directors will notify the training provider of the program's local approval or advise on the corrective actions needed for approval. Programs denied approval can submit a request for another review at any time; the review will be presented to the Workforce Development Board upon request. The decision of the WDB is final.

Renewal of Eligibility and Termination Procedures

- Programs will retain their local approval status for one year from the original approval.
- After one year the school will complete the process of the original approval for subsequent approval
- 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.

The Workforce Development Board of North Missouri agrees to:

- Carry out the procedures in this document.
- Perform initial eligibility.
- Renew the eligibility of providers and programs.

- Terminate training providers due to performance or violation of WIOA requirements.
- Work with the State to ensure a sufficient number and type of providers of training services are available.
- Ensure the dissemination and appropriate use of the State ETPS and programs.

The Workforce Development of North Missouri Board reserves the right to modify this policy as economic, training, and employment opportunities change.

The Workforce Development Board of North Missouri is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can dial 711. This information can be translated into another language if requested. Please contact the WDB Office for translation assistance.

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