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Local Policy 09-2017

Approved: *January 23, 2018
Effective: December 31, 2017

Subject: Local Eligible Training Provider Selection Policy

1. Purpose: This policy is written to provide direction to eligible training providers with regard to local eligibility criteria for programs to become or remain eligible to provide training services. Local criteria is established to support informed customer choice and the achievement of local performance indicators except in the case of Registered Apprenticeships.
2. Background: WIOA assigns local boards the final responsibility for determining which eligible training providers and their corresponding programs receive approval in their local areas as consumer choices for participants. The regulations further require the local board to carry out the procedures assigned to it by the State.
3. Substance:
 - Requirements of Providers
 1. The training program must be listed on the State ETPS.
 2. Providers must collect and share data on the outcomes of all students. This data must be available to local WIOA staff. Training related job placements of past graduates must equal or exceed the entered employment retention and wage performance rate required of the South Central region for the current program year. These rates will vary from year to year. Current performance indicator rates can be checked on the SCWIB website, www.scwib.org, or by calling 417-257-2630.
 3. Achieve a minimum of 60% completion rate for WIOA participants.
 4. Equal Opportunity Requirements:
 - The organization should have an EO Officer or a staff person that deals with nondiscrimination and equal opportunity policies and regulations.
 - The Missouri Division 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 provider 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

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[South Central Workforce Investment Board](#) is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.

- 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
- 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.
5. Training provider will submit student progress reports. This can be a formal written report or the student's progress can be discussed with local WIOA staff via telephone or email.
 6. Training provider will allow local WIOA staff to monitor for program and EO compliance.
- Procedure for gaining initial approval by training provider
 1. Ensure program has met all requirements listed above.
 2. Contact the SCWIB office and request to be added to the local eligible training provider list. Training providers can wait until an eligible participant selects their program or they can request approval in advance.
 3. Approvals will be on a program year basis (July 1-June 30) for that year only. The board will contact approved programs each subsequent year for re-approval.
 4. The SCWIB will notify the training provider of the programs local approval or advice on the corrective actions needed for approval. Programs denied approval can submit a request for another review at any time.
 5. If, at any time, the local board determines that the provider is no longer adhering to the requirements listed in this document, the approval will be disqualified and the training provider notified. The local area may grant a probationary period for corrective actions before disqualifying the program for local approval.
 6. The SCWIB will keep a list of approved programs on the website, www.scwib.org.
 - Additional procedures for initial approval by local WIOA staff
 1. Determine if individuals with similar training/credentials are able to earn a living wage with the training/credential to ensure local funds are not used to train individuals for occupations that do not move them out of poverty.
 2. Ensure the cost to complete the program is not higher than twice the amount of completing the equivalent program at other local training providers on the State ETPS with a reasonable distance.
 3. The cost of supportive services required to complete the training is not prohibitive.
 - Procedures for PELL grant reimbursement to WIOA tuition
 1. All participants assessed as appropriate for a classroom training activity will be required to apply for available grants under Title IV, as well as any other financial aid that may be available to them (not including loans).
 2. When a participant is eligible for Pell, it is to be used for other Pell eligible expenses with WIOA paying tuition, books and fees.
 - Exceptions

1. Exceptions to this local policy must be pre-approved by the SCWIB Executive Committee. No exceptions can be made to the State Eligible Training Provider List.
4. Action: This policy is effective **December 31, 2017**. Please distribute to appropriate individuals.
5. Contact: Please direct comments or questions regarding this policy to Valarie Haring, Compliance Manager at 417-257-2630 or email vharing@scwib.org.
6. Reference: Workforce Innovation and Opportunity Act of 2015, Department of Labor Final Rules, DWD Issuance 07-2017.
7. Revisions: None
8. Attachments: None

Garland Barton, Chair