

Eligible Training Provider Policy

Policy Number: 2018-0823.01-ETP

Effective Date

This policy will go into effect immediately upon passage.

Purpose

The purpose of this policy is to establish the criteria for how local eligible training providers (ETPs) will be utilized by the Lucas County Area 9 Workforce Development Board (WDB) and who may receive Lucas County Workforce Innovation and Opportunity Act (WIOA) funding to provide training services to job seekers.

Background

The workforce development system established under the Workforce Innovation and Opportunity Act (WIOA) emphasizes informed consumer choice, in-demand, job-driven training, provider performance, and continuous improvement. The quality and selection of approved local providers and programs of training services is vital to achieving these core principles.

Lucas County identifies qualified providers of training services in our local area to deliver WIOA funded training to adults, dislocated workers, and youth by Lucas County maintaining a local list of ETPs and their programs of training services.

Requirements:

As required by section 7 of the WIOAPL 16-02.2, the local WDB is responsible for the following activities pertaining to ETPs.

1. Carrying out procedures assigned to the local WDB by the State, such as informing the State of concerns related to the quality of providers or inaccurate performance data;
2. Working with the State to ensure there are sufficient numbers and types of providers of training services, including ETPs with expertise in assisting individuals with disabilities or in need of adult education and literacy activities; and
3. Ensuring the wide dissemination and appropriate use of the information available in the local ETP list.
4. Make recommendations to the State on the best procedure for identifying qualified ETPs;
5. Request additional information from ETPs to assist adults, dislocated workers, and youth in making an informed choice; and
6. Conduct site visits to assess the quality of the providers, and report on the findings.

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Local WDBs may supplement information requirements defined in this policy to support informed customer choice and the achievement of local performance measures. This additional information may include:

1. Information on programs of training services that are linked to local in-demand occupations;
2. Information that shows how programs are responsive to local workforce development area needs; and
3. Other appropriate information related to the objectives of WIOA.

The Lucas County Area 9 WDB is not required to provide WIOA funding to a training provider listed on the State ETP list. ETPs are required to exhaust all other financial aid options available before allocation of any WIOA funds.

Eligibility for ETPs

Eligibility for inclusion on the local Eligible Training Provider (ETP) will be determined upon approval and placement in the Ohio Workforce Inventory of Education and Training (WIET) system and a yearly review of a fully completed and submitted application by the training provider. Interested training providers should contact the Lucas County Department of Planning and Development to begin the application process.

Criteria used for inclusion in the local ETP list may include but not limited to:

- Accreditations
- Performance Outcomes
- Training programs offered align with local In-Demand occupation list
- Training providers must be located within 40 miles of Area 9, Lucas County's OhioMeansJobs Center location unless the training provider solely provides virtual learning classes.

The LCDPD makes no commitment or guarantee that the training provider will be included on the ETP list or receive customer referrals.

Monitoring

The Lucas County Department of Planning and Development (LCDPD) will formally monitor all training providers and their training staff receiving state or federal funding dollars in accordance with WIOA requirements on a yearly or on an as needed basis for the duration of any agreement. LCDPD may request training providers submit documentation related to their process, programs, and their performance measures in order to monitor the program and authenticate the progress of

those who have received training. Training providers will be provided a list of potential documents to be requested prior to the signing of any training agreements. Please see the *Lucas County Area 9 Workforce Development Board Adult and Dislocated Worker, CCMEP, and Fiscal Monitoring Policies*.

Definitions

Continuous Improvement Plan (CIP): A plan that outlines corrective action within a local workforce investment area to ensure full compliance with federal and state law and WIOA regulations. This plan must be submitted by a local area when auditing or monitoring reveals compliance issues.

Corrective Action Plans (CAP): Observations and Findings may result in a Corrective Action Plan for the sub-recipient. CAPs are used to ensure that significant weaknesses discovered during the monitoring process are addressed timely by the sub-recipient to prevent any ongoing issues.

Dislocated Worker: Has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result, of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise; Is employed at a facility at which the employer has made a general announcement that such facility will close.

Finding: Sub-recipient/contractor is required to take a specified corrective action and provide the workforce area and/or lead agency with written evidence that the corrective action has been implemented.

Observation: Sub-recipient/contractor has not implemented a best practice that could lead to violations of policy, regulation, or law, and the sub-recipient/contractor should take the appropriate actions to implement the steps outlined in the monitoring report.

Performance Measures: Standards set by the Ohio Department of Job and Family Services (ODJFS) to determine the effectiveness of achieving program goals and objectives.

Sub-recipient: A non-federal entity that receives a sub-award for the purpose of carrying out part of a federal award. The sub-award creates a federal assistance relationship with the sub-recipient.

Workforce Inventory of Education and Training (WIET) System: System that is used to maintain the status of Ohio's eligible training providers.

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Workforce Innovation Opportunity Act (WIOA): The programs under the Workforce Innovation and Opportunity Act (WIOA) that involve workforce investment systems. Title I of WIOA includes: statewide and local workforce investment systems, State and Local Workforce Policy Boards, One- Stop Systems, Eligible Training Providers for adults, dislocated workers and youth, Youth activities, Adult and Dislocated Worker Employment and Training Activities, Performance Accountability System, Job Corps, and National WIOA programs administered by the US Department of Labor.

References

[WIOAPL No. 16-02.2 Eligible Training Providers](#)

[LCDPD Fiscal Monitoring Policy](#)

[LCDPD CCMEP Monitoring Policy](#)

[LCDPD Adult and Dislocated Worker Monitoring Policy](#)