

## ST. CHARLES COUNTY REGION

### LOCAL ELIGIBLE TRAINING PROVIDER SYSTEM POLICY (ETPS)

Per OWD Issuance 11-2018, the St Charles WDB elects to supplement the criteria and information requirements established by the State in order to support informed consumer choice and the achievement of local performance indicators except in the case of Registered Apprenticeships. § 680.430(c)

Procedure for the local Workforce Development Board approval of ETPS programs for initial local approval:

When a training eligible participant selects a training provider from the State's approved provider list, LWDB staff will insure 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 provider. Staff will then contact the training provider to provide local requirements outlined in this policy.

LWDB staff will insure all the following requirements are met before approving the provider for local funds:

- The program is listed on the Missouri ETPS
- Training-related job placements of past graduates equal the entered employment, retention and wage performance rate required of the St. Charles Region for the current Program Year. This requires the training provider to collect job placement data on its graduates.
- Staff will check local in-house logs to see if individuals with similar training/credentials are coming into the Job Center due to their inability to earn a living wage with that training or credential (To insure we are not paying to train individuals for occupations that do not move them out of poverty)
- Local WIOA staff will keep data of the number of participants starting each program versus the number of participants completing the program. If there is less than a 60% completion rate, the program will not be approved at the local level.
- Staff will compare the cost to complete the program to insure it is not higher than twice the amount of completing the equivalent program at other local training providers on the State ETPS within a reasonable distance.

If the above criteria are met, a staff member will reach out to the training provider to verify contact information and explain the vendor packet required to receive WIOA tuition payments from St. Charles County.

#### WIOA requirements of 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 that deals with nondiscrimination and equal opportunity policies and regulations
- 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
  - 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

**Expected Performance Levels**

Approved training providers will 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 St. Charles WIOA Region for the current Program Year. This rate will vary from year to year. Training providers should check Region’s planned performance rate for the current Program Year. Current performance measures can be obtained by calling the Job Center (636-255-6060)

**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 under Title IV, as well as any other financial aid that may be available to them (not including loans).

When a participant is eligible for Pell, it is to be used for other Pell eligible expenses with WIOA paying tuition, books and fees.

**Terms and expectation of eligible training providers**

- The training program is listed on the Missouri ETPS
- Training-related job placements of past graduates equals the entered employment, retention and wage performance rate required of the St. Charles 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 Job Center staff for local approval.

- Individuals with similar training/credentials can earn a living wage with the training or credential they provide
- Local WIOA staff will keep data of the number of participants starting each program versus the number of participants completing the program. If there is less than a 60% completion rate, the program will not be approved at the local level.
- 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
- The cost of supportive services required to complete the training is not prohibitive
- Training provider will collect the required data for EO requirements
- Training provider will submit student progress reports. This can be a formal written report or the student's progress can be discussed with staff via telephone or email. (Student will sign a release of information form with WIOA staff for this information to be shared.)
- Training Provider will allow Job Center staff to monitor for program compliance and to insure compliance with EO requirements

### **Outlining methods of gaining approval**

1. Training provider insures programs are on the State's ETPS
2. Training provider can wait until an eligible participant selects them and the Job Center staff makes contact to initiate the local approval or the training provider can call the Job Center and request local approval in advance of being selected by a WIOA participant.
3. Training provider must collect data on job placement of graduates of the program. This data must be available for review by the Job Center staff
4. Training provider must collect data on the number that starts the program versus those that complete the program. This must be available for Job Center staff's review.
5. The Job Center will notify the training provider of the program's local approval or advice on the corrective actions needed for approval. Programs denied approval can submit a request for another review at any time.

### **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 Job Center 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 St. Charles WDB agrees to:**

## **ATTACHMENT 27**

- Carry out the procedures in this document that are assigned to the local staff
- Perform initial eligibility
- Renew the eligibility of providers and programs
- Terminate training providers due to performance or violation of WIOA requirement
- Work with the State to ensure sufficient numbers and types of providers of training services are available
- Ensure the dissemination and appropriate use of the State ETPS and programs