

DuPage County Workforce Development Division

Subject

WIOA Training Provider and Program Eligibility Policy

Revision Effective Date

.-2022

Supersedes

04/18/2016

Purpose

To communicate the standards and procedures for training providers and programs applying under DuPage County Workforce Development Division for Initial and Continued Eligibility to receive WIOA Title I funds.

References

The Workforce Innovation and Opportunity Act (WIOA) of 2014, sections 116, 122, 134, 188, applicable WIOA rules and regulations

Illinois Department of Commerce and Economic Opportunity WIOA Policy, Chapter 7, Section 3, "Training Provider and Program Eligibility"

Background

The Workforce Innovation and Opportunity Act (WIOA) is designed to strengthen and improve our nation's public workforce system by providing job-seekers with employment, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. The workforce development program established under WIOA emphasizes access to job-driven, high-quality training to help job seekers acquire necessary skills and industry-recognized credentials for in-demand jobs with growth and earning potential leading to self-sufficiency.

The DuPage County Workforce Development Division (referred to in this policy as "DuPage WDD") is issuing this local policy to ensure accountability and compliance with federal and state WIOA training provider eligibility requirements issued by the Illinois Department of Commerce and Economic Opportunity and by the DuPage County Workforce Innovation Board (also referred to in this policy as the "WIB").

A. Provider Eligibility Overview:

An eligible training provider is one that has met the federal, state, and local qualifications to receive WIOA funds to provide occupational training to WIOA-enrolled participants. Entities interested in becoming a WIOA-approved Training Provider should review the information presented in this policy and may then submit an application to DuPage WDD and the WIB, which will certify providers and programs that are determined to be eligible. When reviewing training provider and program applications, DuPage WDD will, at a minimum, adhere to and implement the state's WIOA Training Provider and Program Eligibility Policy (Illinois WIOA Policy, Chapter 7.3), which can be found here: <https://apps.illinoisworknet.com/WIOAPolicy/Policy/Index/58> . In addition to the minimum criteria outlined in the state policy cited above, the WIB may require additional information, specific documentation, and other application procedures listed in this policy.

Upon approval from the WIB, the training provider and its program(s) will be added to the state-wide WIOA Eligible Training Provider List ("ETPL") for a period of one year. After the first year of "Initial Eligibility", providers must then apply for "Continued Eligibility" approval and submit participant outcome and program performance data for review. While on the ETPL, training providers are required to submit an updated application for any programs in which changes in program cost and/or any revisions to the program curriculum have occurred. Training providers must comply with all DuPage WDD and WIB requirements and procedures in place for determining program eligibility.

Once a training provider has one or more programs approved on the state ETPL, individuals who are eligible for WIOA assistance will have the option to choose that training program and request a WIOA Individual Training Account ("ITA") to help cover the costs of the program. An ITA is a payment agreement established by a Local Workforce Innovation Area ("LWIA") with an Eligible Training Provider, in which WIOA funds are used, on behalf of the eligible participant, to pay for allowable training costs.

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ITAs shall be provided to eligible participants on the basis of an individualized assessment of the participant's job readiness, employment and training requirements, financial and supportive service needs, and potential for successful completion, as documented on the participant's assessment and employment plan. Participants will choose appropriate career training from Eligible Training Providers in consultation with WIOA Career Planners.

Training providers seeking eligibility to receive WIOA Title I funds are required to submit an initial eligibility screening application to WDD for review. Information necessary to complete a detailed training provider application and submit programs for approval will be sent if the school/institution meets minimum requirements.

B. Initial Eligibility Criteria:

The following criteria will apply to all schools, businesses and other entities seeking to become a WIOA-eligible training provider:

- To be eligible to receive WIOA funds for the provision of training services, the provider shall be:
 1. An institution of higher education that provides a program that leads to a recognized postsecondary credential; or
 2. An entity that carries out programs registered under the amended National Apprenticeship Act of 2021, as recognized in Illinois by the U.S. Department of Labor (USDOL), Office of Apprenticeship; or
 3. Another public or private provider of a program of training services, which may include community-based organizations (CBOs) and joint labor-management organizations; or
 4. Eligible providers of adult education and literacy activities under Title II if such activities are provided in combination with occupational skills training; or programs that have been recognized by the industry as meeting the standards necessary for approval or accreditation, when such standards exist.
- Providers must have a legal and good standing business, implementing their training program(s) for a minimum of one year
- To be eligible for WIOA Individual Training Accounts(ITAs), the provider's training programs must be open to the public and have published catalog price structures.
- Training programs submitted for WIOA eligibility must lead to placement in a Demand Occupation as identified on the Demand Occupation Training List (DOTL) found in the WIOA Notice (WIOA NOTICE NO. 20-NOT-08, Change 2) attached to the state WIOA Training Provider and Program Eligibility Policy (Illinois WIOA Policy, Chapter 7.3), which can be found here: <https://apps.illinoisworknet.com/WIOAPolicy/Policy/Index/58>
- All training programs being submitted for eligibility must lead to training-related jobs and to the attainment of an industry-recognized credential, occupational skill certificate, and/or licensure
- All training providers who offer programs that function as preparation for any certification, licensure or meeting a professional or industry standard (e.g., CompTIA, PMI, ASE), when such standards exist, must show proof of recognition by the appropriate accrediting or certifying body at the time of application. Also, the provider must be compliant and in good standing with any certifying entities granting approval or recognition (*examples would be a provider of LPN training being in good standing with the Illinois Department of Financial and Professional Regulation, or a commercial truck driving school maintaining approval by the Illinois Secretary of State and FMCSA Registry*).
- All providers must comply with the non-discrimination and equal opportunity provisions of WIOA Section 188 (29 CFR Part 38). Providers must also ensure that the training site, facilities, and courses of instruction and are physically and programmatically accessible to persons with disabilities, and reasonable accommodations will be made for the provision of services when requested. On-site monitoring will be conducted periodically by DuPage WDD or other appropriate entities to ensure that the training site and programs meet these accessibility requirements. If findings of non-compliance are identified, the provider may be required to make programmatic and/or physical modifications in order to maintain eligibility to receive WIOA Title 1 funds.

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- Training providers will also be subject to routine program and performance evaluations to ensure that the providers and their programs have maintained all other criteria for which they were determined eligible. Training providers must agree to cooperate with all monitoring requirements, including site visits and submitting performance data.
- The provider must agree to track student progress and verify student attendance. The provider must document how this will be done. The provider must also agree to provide progress, outcome, and attendance verification for WIOA participants enrolled in the program(s). Providers of online, virtual courses are still subject to this requirement.

C. Provider Application Form and Documentation:

Training providers seeking approval for inclusion on the state's WIOA Eligible Training provider List (ETPL) must complete an "Initial Application for Training Provider Certification" form, which is located on workNet DuPage's website at: www.worknetdupage.org, or interested entities can request the form via email at: providers@worknetdupage.org. The DuPage Workforce Development Division (WDD) will accept applications from training providers that have their primary training site and/or business operations headquarters located within DuPage County.

- **Initial Eligibility:** New providers (except Registered Apprenticeship programs) that have not previously been determined eligible under WIOA, will be seeking "Initial Eligibility" and must submit supporting documentation and verifiable program-specific performance information, as available, with their applications. This includes the following:
 1. Documentation of the provider's Federal Employer Identification Number (FEIN)
 2. A copy of the school catalog with course descriptions and itemized program costs
 3. A copy of the provider's program/course cancellation and refund policy
 4. Verification of the provider's accreditation, authorization, licensure, or certification, when applicable, and/or documentation that the program(s) being submitted are recognized by an entity setting the standards for the industry/occupation specific to the training.
 5. A list of all certificates or licenses to be earned through the training program and provide supporting information to demonstrate that these would be industry-recognized credentials
 6. **Enrollment and Outcome Data:** Providers seeking WIOA Initial Eligibility will be asked to submit, as available, the following enrollment and outcome information for each training program being considered:
 - a. Total number of students enrolled within the last full year (at a minimum)
 - b. Total number of students who successfully completed the training program
 - c. Number of students who attained the industry-recognized credential(s) related to the program
 - d. Number of students who became employed in a training-related job during or after the program
 - e. Any specific student earnings and employment data that might be available, should also be provided (*e.g., starting wage, job titles, or employer information for those students who entered employment after training*)
 7. DuPage WDD and the WIB reserve the right to require additional documentation, if deemed necessary for the evaluation of the provider and/or its programs.
- Upon completion of the application, DuPage WDD and the WIB will make a determination regarding approval of the provider and its programs for Initial Eligibility.
- Training providers and programs that are approved for **Initial Eligibility** will be added to the state's WIOA Eligible Training provider List (ETPL) and will have Initial Eligibility status for one year.

D. Program Requirements for Continued Eligibility:

Once a provider has been granted Initial Eligibility approval, it is required that all programs then seek renewal or "Continued Eligibility" before the one-year Initial Eligibility period expires.

- The provider must apply for Continued Eligibility for each of its training programs on the ETPL within sufficient time for the LWIA/DuPage WDD staff to evaluate the program(s) and recommend to the WIB for review.

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- Once the WIB approves the provider's training program(s) for Continued Eligibility on the ETPL, DuPage WDD will be required to re-evaluate each program *at a minimum* of every two years. However, providers should note that training programs will be subject to the Continued Eligibility approval process sooner, if any significant changes occur to the program's description, costs, etc., at any time during the year. This would prompt the need for WDD and the WIB to review the program again and renew (if approved) the program's eligibility status.
- The Training Provider Request for Continued Eligibility form is also available on workNet DuPage's website or it can be requested via email. The Request for Continued Eligibility application will ask for a summary of any changes to any of the provider or program information from the last time each program was approved, along with documentation that the eligibility and performance criteria in this policy (and in the Illinois WIOA Policy, Chapter 7.3) are still being met.
- The program information submitted to DuPage WDD and the WIB should include the following items:
 1. An updated application for any programs in which changes in program cost and/or any revisions to the program's curriculum, schedule, or structure have occurred.
 2. Performance and outcome data, as outlined in the "Initial Eligibility" section of this policy
 3. Any additional information that DuPage WDD or the WIB requests and deems pertinent to the review and outcome data collected and submitted by the training provider.

E. Additional Information and Guidance:

Additional information and further guidance regarding provider and program application and eligibility timelines, determinations, denials, appeals, revocations and reinstatement of programs can be found in the Illinois Department of Commerce's WIOA Training Provider and Program Eligibility Policy (Illinois WIOA Policy, Chapter 7.3), which can be found here: <https://apps.illinoisworknet.com/WIOAPolicy/Policy/Index/58>. DuPage WDD and the WIB will follow the procedures in the state's policy regarding those elements.

F. Inquiries:

For additional questions or technical assistance regarding this policy or the application process, please contact: providers@worknetdupage.org

Policy Effective Date: Immediately upon DuPage County Workforce Innovation Board ("WIB") approval.