



Missouri Department of Higher Education and Workforce Development

OWD Issuance 22-2019

Release Number—Program Year

Release Date:
May 29, 2019

Effective Date:
May 29, 2019

Expiration Date:
Continuous, until further notice

SUBJECT:

Eligible Training Provider Policy

ATTACHMENTS: (1)— Eligible Training Provider System Policy and Procedures Guidance for the State of Missouri

This Issuance is Official Policy of the Missouri Department of Higher Education and Workforce Development

ISSUING AUTHORITY:

Mardy Leathers, Director
Missouri Office of
Workforce Development
(OWD)

THIS ISSUANCE MAY REQUIRE CREATION OR ALTERATION OF A CORRESPONDING LOCAL POLICY

KEYWORDS:

Eligible Training Provider System;
Local Workforce Development Boards (WDB); selection; training; Workforce Innovation and Opportunity act (WIOA).

THIS ISSUANCE AFFECTS:

Missouri One-Stop Delivery System (MJC/AJCs)
WIOA Title I Local Areas/Local Boards/Local Plans
WIOA Title I One-Stop Delivery/Service Providers
WIOA Adult Employment/Training
WIOA Dislocated Worker Employment/Training
WIOA Youth Workforce Investment Activities
WIOA Section 188 Nondiscrimination Issues
National/Statewide Programs/Grants
WIOA Fiscal/Administrative Procedures
State of Missouri Workforce System Procedures

FOR THE ATTENTION OF:

OWD State Professional Staff
One-Stop frontline staff
Local WDB Directors
Local WDB Members
One-Stop Operators
One-Stop Functional Leaders
Service Providers
Local Equal Opportunity Officers
Local Quality Assurance Monitors

RESCISSIONS:

DWD Issuance 11-2018, “Local Eligible Training Provider Selection Policy,” June 25, 2019.

REFERENCES:

Missouri Eligible Training Provider System (MoScores) <https://scorecard.mo.gov/Search>

Related Resources:

- “Summary of Required Criteria for Eligible Training Providers”
- “WIOA Eligible Training Provider System Policy and Procedures Guidance for State of Missouri”
- “Eligible Training Provider System, Training Provider Applicant Assurances Agreement”
- ETPS FAQ

<https://jobs.mo.gov/community/missouri-eligible-training-provider-system>

WIOA Section 122 [29 U.S.C. 3152], “Identification of eligible providers of training services”

WIOA sec. 107(d)(10) [29 U.S.C. 3122(d)(10)], “Local workforce development boards”

[20 CFR 680.230](#), “What are the requirements for coordination of Workforce Innovation and Opportunity Act training funds and other grant assistance”

[20 CFR 680.430](#), “Who is responsible for managing the training provider eligibility process”

[20 CFR 680.510](#), “In what ways can a Local WDBs supplement the information available from the State list of eligible training providers and programs”

SUMMARY:

Providers of training services under Title I of Workforce Innovation Opportunity Act (WIOA) must meet the eligibility requirements of the law,¹ be approved by the State according to the criteria as described in the State Plan, and be approved by Local Workforce Development Boards (WDB) to provide services in Local Workforce Development Areas (LWDA). Local WDBs, therefore, must develop a written, standing policy for selecting and approving eligible training providers (ETP)². This policy must include required performance levels, procedures for Pell Grant reimbursement to WIOA for tuition,³ and specific terms and expectations of the ETPs.

BACKGROUND:

WIOA assigns Local WDBs final responsibility for approving ETPs, and their corresponding services, as *consumer choices*⁴ for participants in their LWDA. The regulations implementing WIOA further require⁵ the Local WDB to carry out the eligibility determinations assigned to it by the State. These can include determining the initial eligibility of entities providing a program of training services, renewing the eligibility of providers and programs, and possible termination of any ETP submitting inaccurate eligibility or performance information or violating WIOA requirements. Other procedures include informing ETPs of requirements of the program and methods for reimbursement. Expectations for specific actions and timelines for action must be described in detail.

However, as with all Local WDB standing policies, it should be publicly available electronically or at the Local WDB office. The Local ETP Selection Policy should be reviewed in conjunction with preparation of the Local Plan and during the midpoint (two-year mark) plan modification review. The Local WDB may set higher levels of performance standards than those required by the State as criteria for training providers to become—or remain—eligible to provide services in its LWDA⁶ (However, the implementation regulations for WIOA forbid creation of additional local standards or information requirements for Registered Apprenticeship training programs.⁷).

The Department of Higher Education and Workforce Development (DHEWD) is the designated state agency responsible for the development, operation and maintenance of the statewide WIOA ETP list and consumer dashboards⁸.

SUBSTANCE:

The requirements for development of a Local ETP policy are available online [here](#) or within the [Eligible Training Provider System \(ETPS\) webpage](#) on [jobs.mo.gov](#). The local policy must outline methods of gaining Local WDB approval, expected performance levels, procedures for reimbursement, the eligibility renewal process, and conditions that would result in termination of training providers due to performance issues or failure to fulfill WIOA requirements. Additionally, the Local ETP Selection Policy must be consistent with approval processes and performance criteria contained within the Local Plan. If the development of the policy requires redefinition of those processes and criteria, a Local Plan Modification must be filed.⁹

Designated staff for the Local WDBs already have access to the State's ETPS application, where they are responsible for reviewing and approving providers and their programs at the local level. The underlying statewide eligibility criteria and information requirements for eligible providers and programs are in the attachment, *Eligible Training Provider System Policy and Procedures Guidance for the State of Missouri*.

¹ WIOA Section 122(a)(2) [[29 U.S.C. 3152\(a\)\(2\)](#)].

² WIOA Section 122 [[29 U.S.C. 3152](#)], "Identification of eligible providers of training services."

³ [20 CFR 680.230\(c\)](#).

⁴ WIOA sec. 107(d)(10)(e) [[29 U.S.C. 3122\(d\)\(10\)\(e\)](#)].

⁵ [20 CFR 680.430](#).

⁶ [20 CFR 680.430\(d\)\(2\)](#).

⁷ [20 CFR 680.510\(a\)](#).

⁸ [20 CFR 680.430\(b\)](#).

⁹ [OWD Issuance 06-2019](#), "Local and Regional Plan Modification Procedures," August 20, 2019 or most recent update.

Training institutions and their programs meeting specific criteria may be eligible for the State of Missouri, ETP list. Eligible training providers may deliver occupational training programs to WIOA participants with an Individual Training Account (ITA).

The information in the attachment, along with WIOA, provides guidance and information to Local WDBs, Missouri Job Centers, and training institutions regarding eligible training provider procedures.

Training institutions, Local WDBs and the public may access WIOA approved providers and programs on MoSCORES at <https://scorecard.mo.gov/Search>.

ROLES, RESPONSIBILITIES, and REQUIRED ACTIONS:

Local WDBs, Board Directors, and Board Staff must implement these procedures beginning with the effective date of this Issuance.

This Issuance should be made available to all Local WDB members and appropriate Local WDB staff. Frequent updating of the referenced online documents for policy creation or updating is possible, therefore, staff must consult the most recent version when creating, updating, or reviewing the Local ETP Selection Policy.

TIMELINE:

All Missouri Workforce System Staff – Implementation is immediate and continuous.

INQUIRIES:

Please direct all questions or comments regarding this Issuance document to dwdpolicy@dhewd.mo.gov. All active Issuances are available at jobs.mo.gov/dwdissuances. Expired/rescinded Issuances are available on request.

*For information about [Workforce Development](#) services, contact a [Missouri Job Center](#) near you.
Locations and additional information are available at jobs.mo.gov or 1-(888)-728-JOBS (5627).*

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Missouri Relay Services at 711.*