

ALABAMA WORKFORCE INVESTMENT SYSTEM

Alabama Department of Economic and Community Affairs
Workforce Development Division
401 Adams Avenue
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Montgomery, Alabama 36103-5690

May 4, 2004

GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY 2002-03,
Change 2

SUBJECT: Certification of Eligible Training Providers Subsequent Eligibility

1. **Purpose.** The purpose is to provide instructions for the collection of program performance information from Workforce Investment Act (WIA) Eligible Training Providers in order to determine subsequent program eligibility.

2. **Discussion.** WIA Section 122 (c)(1) states that the Governor of a State shall establish a procedure for use by the local workforce boards in determining the eligibility of training providers to continue to receive funds after an initial period of eligibility has ended. The Workforce Investment Act extended initial eligibility of providers for a period of up to eighteen (18) months. However, the state of Alabama sought and obtained a waiver to extend the initial eligibility period through June 30, 2004. A request to extend the waiver to the end of WIA was submitted in June 2003 and has not been approved. Since the current waiver will expire June 30, 2004, annual submission of program performance information and program cost information is now required by WIA Section 122(c)(5)(A) for subsequent program eligibility determination. Also, WIA Section 122 (c)(6) states that local workforce investment boards should have minimum performance criteria established for training providers. If none are provided, state performance measures will be used.

WIA Section 122 (d)(1) describes the information required to be reported. Failure to provide the requested information for a program will result in the program's removal from Alabama's Eligible Training Providers List. It is the responsibility of local boards to collect program information from all Alabama WIA Eligible Training Providers.

3. **Action.** The reporting period for training provider programs should include information from the most current available twelve (12) month time period but should not be older than calendar year 2003 (January 1, 2003 - December 31, 2003). Attached are two standardized forms for use in the collection of the subsequent eligibility information for all certified programs. Local boards are to report subsequent

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eligibility information for all programs to the Workforce Development Division: Attention State Planning by **June 7, 2004.**

This directive constitutes the establishment of the Governor's procedure for subsequent eligibility determination. Since all performance information must be entered into the Alabama Eligible Training Providers List Database prior to **July 1, 2004,** it is essential that all information be submitted to the Workforce Development Division not later than **June 7, 2004.** Any training provider programs not having up-to-date performance information on **July 1, 2004** will be removed from the Eligible Training Providers List. Failure to provide any requested information may result in the training provider program not being approved for inclusion on the list.

Any training provider who knowingly submits erroneous information for any program will be removed from the Eligible Training Providers List for a period of not less than three (3) years after which time a new application may be submitted.

4. Contact.

Any questions regarding this Directive should be addressed to Robert Lee, Workforce Development Division, at (334) 242-5890.



Steve Walkley, Division Director
Workforce Development Division

Attachment 1: Annual Program Performance Information

Attachment 2: Annual Program Cost Information

Attachment 3: Workforce Investment Act (WIA) Section 122

WORKFORCE INVESTMENT ACT (WIA) ELIGIBLE TRAINING PROVIDERS PROGRAM

Annual Program Performance Information

Training Provider: _____

Program Title: _____

The Workforce Investment Act (WIA), Section 122 (c), states that training program performance information must be submitted to WIA local boards on an annual basis after an initial eligibility period has ended. **Program information is due to Workforce Development Division: State Planning not later than June 7, 2004.** Please describe the methodology used to collect and verify the performance information reported in the items listed below. Performance information is required for **each** program to be considered for subsequent eligibility. If a program is no longer available, please identify in program title space, and the program will be removed from the Eligible Training Providers List. Also, if a program has not been certified long enough to have had any completers (non-WIA or WIA) as defined below, please so indicate.

Current Reporting Period: Use information from the most current available twelve (12) month time period. Information is not to be older than calendar year 2003 (January 1, 2003-December 31, 2003).

Current Reporting Period used for Items 1-11. Begin Date: _____ **End Date:** _____

Follow-Up Reporting Period to use for Items 12-14 (six months employment retention follow-up).
Begin Date: April 1, 2002 **End Date:** March 31, 2003

Program Completer: Participant that earned a degree, diploma, certificate or other recognized as credential or a participant that exited training program early due to obtaining full time unsubsidized training related employment can be counted as a completer.

1. Total number of all program participants who were scheduled to complete program (earn credential or exited early into unsubsidized training related employment) during current reporting period. _____
2. Total number of all program participants who completed program (earned credential or exited early into unsubsidized training related employment) during current reporting period. _____
3. Total number of all program completers who obtained unsubsidized employment during current reporting period. _____
4. Total number of all program completers who obtained training related unsubsidized employment during current reporting period. _____
5. Average hourly placement wage of all program completers who obtained training related unsubsidized employment during current reporting period. _____
6. Total number of WIA participants who were scheduled to complete program (earn credential or exited early into unsubsidized training related employment) during current reporting period. _____

- 7. Total number of WIA participants who completed program (earned credential **or** exited early into unsubsidized training related employment) during current reporting period. _____
- 8. Total number of WIA completers who obtained unsubsidized employment during current reporting period. _____
- 9. Total number of WIA completers who obtained training related unsubsidized employment during current reporting period. _____
- 10. Average hourly placement wage of WIA completers who obtained training related unsubsidized employment during current reporting period. _____
- 11. Total number of WIA completers who obtained a credential during current reporting period. _____

SIX MONTHS EMPLOYMENT RETENTION FOLLOW-UP INFORMATION

- 12. Total number of WIA completers who obtained unsubsidized employment during follow-up reporting period (April 1, 2002-March 31, 2003). _____
- 13. Total number of WIA completers who obtained unsubsidized employment during follow-up reporting period (April 1, 2002-March 31, 2003) and had retained that same employment at six (6) months post-placement follow-up. _____
- 14. Total earnings change of WIA completers who obtained unsubsidized employment during follow-up reporting period (April 1, 2002-March 31, 2003) and had retained that same employment at six (6) months post-placement follow-up. _____

METHODOLOGY USED TO COLLECT INFORMATION

Contact Person: Name: _____
 Telephone: _____
 Email: _____

Annual Program Cost Information

Please report any program information changes to a program that needs to be updated.

Training Provider: _____

Program Title: _____

Reporting Period: _____

Program Description: _____

Program Tuition and Required Fees

Cost

Tuition (In-State) _____

Tuition (Out-of-State) _____

Required Fee (specify type) _____

Total _____

Program Related Expenses

Cost

Books _____

Equipment _____

Supplies _____

Tools _____

Uniforms _____

Other (specify type) _____

Other (specify type) _____

Other (specify type) _____

Total _____

**WORKFORCE INVESTMENT ACT
SECTION 122**

**IDENTIFICATION OF ELIGIBLE PROVIDERS
OF TRAINING SERVICES**

ELIGIBLE TRAINING PROVIDER CERTIFICATION

CATEGORY	WORKFORCE INVESTMENT ACT
(a) ELIGIBILITY REQUIREMENTS	(1) IN GENERAL. – Except as provided in subsection (h), to be identified as an eligible provider of training services described in section 134(d)(4) (referred to in this section as “training services”) in a local area and to be eligible to receive funds made available under section 133(b) for the provision of training services, a provider of such services shall meet the requirements of this section.
	(2) PROVIDERS.- Subject to the provisions of this section, to be eligible to receive the funds, the provider shall be (A) a postsecondary educational institution that (i) is eligible to receive Federal funds under title IV of the Higher Education Act of 1965 (20 U.S.C. 1070 et seq.); and (ii) provides a program that leads to an associate degree, baccalaureate degree, or certificate;
	(B) an entity that carries out programs under the Act of August 16, 1937 (commonly known as the “ National Apprenticeship Act ”; 50 Stat. 664, chapter 663; 29 U.S.C. 50 et seq.); or
	(C) another public or private provider of a program of training services.
(b) INITIAL ELIGIBILITY DETERMINATION	(1) POSTSECONDARY EDUCATIONAL INSTITUTIONS AND ENTITIES CARRYING OUT APPRENTICESHIP PROGRAMS. – To be initially eligible to receive funds as described in subsection (a) to carry out a program described in subparagraph (A) or (B) of subsection (a)(2), a provider described in subparagraph (A) or (B), respectively, of subsection (a)(2) shall submit an application, to the local board for the local area in which the provider desires to provide training services, at such time, in such manner, and containing such information as the local board may require.
	(2) OTHER ELIGIBLE PROVIDERS (A) PROCEDURE. Each Governor of a State shall establish a procedure for use by local boards in the State in determining the initial eligibility of a provider described in subsection (a)(2)(C) to receive funds as described in sub-section (a) for a program of training services, including the initial eligibility of (i) a postsecondary educational institution to receive such funds for a program not described in sub-section (a)(2)(A); and (ii) a provider described in sub-section (a)(2)(B) to receive such funds for a program not described in sub-section (a)(2)(B).
	(B) RECOMMENDATIONS. In developing such procedure, the Governor shall solicit and take into consideration the recommendations of local boards and providers of training services within the State.
	(C) OPPORTUNITY TO SUBMIT COMMENTS. The Governor shall provide an opportunity, during the development of the procedure, for interested members of the public, including representatives of business and labor organizations, to submit comments on such procedure.
	(D) REQUIREMENTS. In establishing the procedure, the Governor shall require that, to be initially eligible to receive funds as described in subsection (a) for a program, a provider described in subsection (a)(2)(C) (i) shall submit an application, to the local board for the local area in which the provider desires to provide training services, at such time and in such manner as may be required, and containing a description of the program; (ii) if the provider provides training services through a program on the date of application, shall include in the application an appropriate portion of the performance information and program cost information described in subsection (d) for the program, as specified in the procedure, and shall meet appropriate levels of performance for the program, as specified in the procedure; and (iii) if the provider does not provide training services on such date, shall meet appropriate requirements, as specified in the procedure.
(c) SUBSEQUENT ELIGIBILITY DETERMINATION	(1) PROCEDURE. Each Governor of a State shall establish a procedure for use by local boards in the State in determining the eligibility of a provider described in subsection (a)(2) to continue to receive funds as described in subsection (a) for a program after an initial period of eligibility under subsection (b) (referred to in this section as “subsequent eligibility”).

	(2) RECOMMENDATIONS. In developing such procedure, the Governor shall solicit and take into consideration the recommendations of local boards and providers of training services within the State.
	(3) OPPORTUNITY TO SUBMIT COMMENTS. The Governor shall provide an opportunity, during the development of the procedure, for interested members of the public, including representatives of business and labor organizations, to submit comments on such procedure.
	(4) CONSIDERATIONS. In developing such procedure, the Governor shall ensure that the procedure requires the local boards to take into consideration, in making the determinations of subsequent eligibility <ul style="list-style-type: none"> (A) the specific economic, geographic, and demographic factors in the local areas in which providers seeking eligibility are located; and (B) the characteristics of the populations served by providers seeking eligibility, including the demonstrated difficulties in serving such populations, where applicable
	(5) REQUIREMENTS. In establishing the procedure, the Governor shall require that, to be eligible to continue to receive funds as described in subsection (a) for a program after the initial period of eligibility, a provider described in subsection (a)(2) shall <ul style="list-style-type: none"> (A) submit the performance information and program cost information described in subsection (d)(1) for the program and any additional information required to be submitted in accordance with subsection (d)(2) for the program annually to the appropriate local board at such time and in such manner as may be required; and (B) annually meet the performance levels described in paragraph (6) for the program, as demonstrated utilizing quarterly records described in section 136, in a manner consistent with section 136.
	(6) LEVELS OF PERFORMANCE. <ul style="list-style-type: none"> (A) IN GENERAL. At a minimum, the procedure described in paragraph (1) shall require the provider to meet minimum acceptable levels of performance based on the performance information referred to in paragraph (5)(A). (B) HIGHER LEVELS OF PERFORMANCE ELIGIBILITY. The local board may require higher levels of performance than the levels referred to in subparagraph (A) for subsequent eligibility to receive funds as described in subsection (a).
(d) PERFORMANCE AND COST INFORMATION	(1) REQUIRED INFORMATION. For a provider of training services to be determined to be subsequently eligible under sub-section (c) to receive funds as described in subsection (a), such provider shall, under subsection (c), submit <ul style="list-style-type: none"> (A) verifiable program-specific performance information consisting of <ul style="list-style-type: none"> (i) program information, including <ul style="list-style-type: none"> (I) the program completion rates for all individuals participating in the applicable program conducted by the provider; (II) the percentage of all individuals participating in the applicable program who obtain unsubsidized employment, which may also include information specifying the percentage of the individuals who obtain unsubsidized employment in an occupation related to the program conducted; and (III) the wages at placement in employment of all individuals participating in the applicable program; and (ii) training services information for all participants who received assistance under section 134 to participate in the applicable program, including <ul style="list-style-type: none"> (I) the percentage of participants who have completed the applicable program and who are placed in unsubsidized employment; (II) the retention rates in unsubsidized employment of participants who have completed the applicable program, 6 months after the first of the employment; (III) the wages received by participants who have completed the applicable program, 6 months after the first day of the employment involved; and (IV) where appropriate, the rates of licensure or certification, attainment of academic degrees or equivalents, or attainment of other measures of skills, of the graduates of the applicable program; and
	(B) Information on program costs (such as tuition and fees) for participants in the applicable program.

<p>(d) PERFORMANCE AND COST INFORMATION (continued)</p>	<p>(2) ADDITIONAL INFORMATION. Subject to paragraph (3), in addition to the performance information described in paragraph (1)</p> <p>(A) the Governor may require that a provider submit, under subsection (c), such other verifiable program-specific performance information as the Governor determines to be appropriate to obtain such subsequent eligibility, which may include information relating to</p> <ul style="list-style-type: none"> (i) retention rates in employment and the subsequent wages of all individuals who complete the applicable program; (ii) where appropriate, the rates of licensure or certification of all individuals who complete the program; and (iii) the percentage of individuals who complete the program who attain industry-recognized occupational skills in the subject, occupation, or industry for which training is provided through the program, where applicable; and
	<p>(B) the Governor, or the local board, may require a provider to submit, under subsection (c), other verifiable program-specific performance information to obtain such subsequent eligibility.</p>
	<p>(3) CONDITIONS</p> <p>(A) IN GENERAL.- If the Governor or a local board requests additional information under paragraph (2) that imposes extraordinary costs on providers, or if providers experience extraordinary costs in the collection of information required under paragraph (1)(A)(ii), the Governor or the local board shall provide access to cost-effective methods for the collection of the information involved, or the Governor shall provide additional resources to assist providers in the collection of such information from funds made available as described in sections 128(a) and 133(a)(l), as appropriate</p>
	<p>(B) the Governor, or the local board, may require a provider to submit, under subsection (c), other verifiable program-specific performance information to obtain such subsequent eligibility.</p>
<p>(e) LOCAL IDENTIFICATION</p>	<p>(1) IN GENERAL. The local board shall place on a list providers submitting an application under subsection (b)(1) and providers determined to be initially eligible under subsection (b)(2), and retain on the list providers determined to be subsequently eligible under subsection (c), to receive funds as described in subsection (a) for the provision of training services in the local area served by the local board. The list of providers shall be accompanied by any performance information and program cost information submitted under subsection (b) or (c) by the provider.</p>
	<p>(2) SUBMISSION TO STATE AGENCY. On placing or retaining a provider on the list, the local board shall submit, to the designated State agency described in subsection (i), the list and the performance information and program cost information referred to in paragraph (1). If the agency determines, within 30 days after the date of the submission, that the provider does not meet the performance levels described in subsection (c)(6) for the program (where applicable), the agency may remove the provider from the list for the program. The agency may not remove from the list an agency submitting an application under subsection (b)(1).</p>
	<p>(3) IDENTIFICATION OF ELIGIBLE PROVIDERS. A provider who is placed or retained on the list under paragraph (1), and is not removed by the designated State agency under paragraph (2), for a program, shall be considered to be identified as an eligible provider of training services for the program.</p>
	<p>(4) AVAILABILITY.</p> <p>(A) STATE LIST. The designated State agency shall compile a single list of the providers identified under paragraph (3) from all local areas in the State and disseminate such list, and the performance information and program cost information described in paragraph (1), to the one-stop delivery systems within the State. Such list and information shall be made widely available to participants in employment and training activities authorized under section 134 and others through the one-stop delivery system.</p>
	<p>(B) SELECTION FROM STATE LIST. Individuals eligible to receive training services under section 134(d)(4) shall have the opportunity to select any of the eligible providers, from any of the local areas in the State, that are included on the list described in subparagraph (A) to provide the services, consistent with the requirements of section 134.</p>

	(5) ACCEPTANCE OF INDIVIDUAL TRAINING ACCOUNTS BY OTHER STATES. States may enter into agreements, on a reciprocal basis, to permit eligible providers of training services in a State to accept individual training accounts provided in another State.
(f) ENFORCEMENT	(1) ACCURACY OF INFORMATION. If the designated State agency, after consultation with the local board involved, determines that an eligible provider or individual supplying information on behalf of the provider intentionally supplies inaccurate information under this section, the agency shall terminate the eligibility of the provider to receive funds described in subsection (a) for any program for a period of time, but not less than 2 years.
	(2) NONCOMPLIANCE. If the designated State agency, or the local board working with the State agency, determines that an eligible provider described in subsection (a) substantially violates any requirement under this Act, the agency, or the local board working with the State agency, may terminate the eligibility of such provider to receive funds described in subsection (a) for the program involved or take such other action as the agency or local board determines to be appropriate.
	(3) REPAYMENT. A provider whose eligibility is terminated under paragraph (1) or (2) for a program shall be liable for re-payment of all funds described in subsection (a) received for the program during any period of noncompliance described in such paragraph.
	(4). CONSTRUCTION. This subsection and subsection (g) shall be construed to provide remedies and penalties that supplement, but do not supplant, other civil and criminal remedies and penalties.
(g) APPEAL	The Governor shall establish procedures for providers of training services to appeal a denial of eligibility by the local board or the designated State agency under subsection (b), (c), or (e), a termination of eligibility or other action by the board or agency under subsection (f), or a denial of eligibility by a one-stop operator under subsection (h). Such procedures shall provide an opportunity for a hearing and prescribe appropriate time limits to ensure prompt resolution of the appeal.
(h) ON-THE-JOB TRAINING OR CUSTOMIZED TRAINING EXCEPTION.	(1) IN GENERAL. - Providers of on-the-job training or customized training shall not be subject to the requirements of sub-sections (a) through (e).
	(2) COLLECTION AND DISSEMINATION OF INFORMATION.- A one-stop operator in a local area shall collect such performance information from on-the-job training and customized training providers as the Governor may require, determine whether the providers meet such performance criteria as the Governor may require, and disseminate information identifying providers that meet the criteria as eligible providers, and the performance information, through the one-stop delivery system. Providers determined to meet the criteria shall be considered to be identified as eligible providers of training services.
(i) ADMINISTRATION	The Governor shall designate a State agency to make the determinations described in subsection (e)(2), take the enforcement actions described in subsection (f), and carry out other duties described in this section.