

**Technical Assistance Guidance (TAG)  
Eligible Training Providers (ETPs)**

**TAG 02-2020**

**Issued Date: Friday, August 14, 2020**

**Subject:**

Local Workforce Development Board (LWDB) - Workforce Connections (WC)  
Full Cost Description Requirements - Program/Service Cost Details

**Purpose**

To provide further guidance on requirements for the recording of **Program/Cost Details** into EmployNV. In addition, to announce the effective date for the implementation of such requirements.

**Background**

Section 122 of WIOA, Public Law (P.L.) 113-128, and its associated regulations codified at 20 CFR Part 680, requires the establishment and dissemination of a single list of eligible training providers identified by the Local Workforce Development Board (LWDB). Also, WIOA requires the establishment of criteria, information requirements and procedures for determining the eligibility of providers of training services to receive funds under Title I of WIOA. Established requirements ensure the accountability, quality and labor-market relevance of approved programs of training services under WIOA.

**Authority**

Public Law (P.L.) 113-128 Workforce Innovation and Opportunity Act (WIOA)  
Code of Federal Regulations (CFR) 20 Part 680 Subpart D Eligible Training Providers  
2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards  
State Compliance Policies (SCPs) 1.12, 1.13  
Workforce Connections Policy GEN-050-06

**EmployNV – Program/Service Cost Details**

For the purpose of recording such information into EmployNV and to ensure an effective record management, all training institutions when completing an application, adding or modifying a program or class must, at all times, provide a full description of the costs associated to a program or service.

**The following table is provided as an example:**

Under Program/Service Cost Details

Cost Title	Cost Value
Total Training Cost	\$ 6,500.00
Tuition/Fee	\$ 4,300.00
Books	\$ 1,000.00
Tools	\$ 1,000.00
Other Costs	\$ 200.00
Comments	Description of "Other Costs" \$150.00 for required shoes and \$50.00 for required uniform.
Total Amount	\$6,500.00

In an effort to streamline current processes in place for the uploading of required information into EmployNV, and to facilitate a more comprehensive approach for the review/approval of new applications, new programs or modified programs or classes, Workforce Connections has determined to effective immediately required that all information pertaining to any cost associated to a program or service must be fully described on EmployNV.

**Please note that Providers of Title I WIOA services are not required to pay for the full cost of training programs as they are listed on the Eligible Training Providers List.**

### **Action**

Please share this guidance with staff and interested parties as necessary or appropriate.

With the commitment to improve processes and after further research and assessment of established requirements, Workforce Connections has revised and implemented the above-referenced guidance.

### **Technical Assistance**

Is available upon request.

An electronic version of this TAG can be found at  
[https://nvworkforceconnections.org/?page\\_id=17044](https://nvworkforceconnections.org/?page_id=17044)

For further information with respect to this guidance you may contact Celia Rouse at  
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