

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

TAG 03-2020

Issued Date: February 10, 2021

Subject:

Streamline of communication practices as they relate to ETPs in the reporting of changes of key operational and business processes.

Purpose

This issuance provides additional specific guidance, not included on WIOA or its associated regulations, on reporting requirements to be met by the ETPs. This guidance is designed to promote full and fair disclosure of information and to facilitate public access to eligible providers of training services' information and in support of consumer choice and the achievement of local performance measures.

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

Effective Immediately – All ETPs are required to immediately notify Workforce Connections of any change with regards, but not limited to, the following:

- Licenses,
- Locations,
- Working hours,
- Principal, executive officers and directors,
- Reduction on workforce,
- Classroom settings,
- Temporary closures,
- Courses/classes discontinuation,
- Real or apparent matter of non-compliance, and

- Any information considered to have a significant effect on overall business operations and the provision of training services to eligible WIOA Title I program participants.

Furthermore, this guidance requires such notifications to be accompanied by supplemental information, as necessary or appropriate, in support of reported changes.

Additional Reporting Requirements

Training providers are required to submit, by the 10th day of each month for the previous month, a copy of the following documents to the provider of Title I services:

- Attendance records,
- Progress reports, and
- Certificate/Credential of completion for all WIOA Title I students.

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 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

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