

Region VI Workforce Investment Board 107-109 Adams St, Ste 140 Fairmont, WV 26554	Performance/Subsequent Eligibility
	Date February 27, 2002

Region VI Guidance Letter No. A/D-04

To: All Job Service Managers  
All WORK4WV Centers  
All APMC Staff  
All Local Service Providers

From: Region VI Workforce Investment Board, Inc.

Subject: Performance Requirement for Initial Eligibility and Subsequent Eligibility

1. **PURPOSE:** To inform Local Training Providers of policy and guidelines regarding Performance Requirement and Subsequent Eligibility.
2. **REFERENCE:** Sections 122(c)(2)(5) & (6), 122(d)(1)(A)(i), 122(d)(1)(A)(ii), 122(d)(2), 122(f), and 20 CFR Part 663 Subpart B Sections 663.515(b) & (c) and 663.535(c). GWIO Policy Letter No. 17-01.
3. **BACKGROUND:** The Workforce Investment Act of 1998, (WIA) Section 122, requires training providers to submit an initial eligibility application to each local Workforce Investment Board (hereafter referred to as “WIB”) where the training provider desires to provide training. The initial application must contain cost information and the required performance information (or an indication why the training program’s performance information is not available). Training programs meeting the local WIB requirements are placed on the local WIB’s training provider list. The local WIB’s list, along with each provider’s performance and cost information shall be submitted to the Governor’s Workforce Investment Office (GWIO), to be considered for inclusion on the State List.

The Act also requires training providers to annually submit verifiable performance information, program costs and any additional information requested, for each program, to the local WIB (after the initial eligibility period). Programs meeting the local WIB’s performance and other appropriate requirements shall be submitted to GWIO for consideration to remain on the State’s eligible training program list. If the training provider has not substantially violated any requirement under the Act and the training program meets the minimum performance requirement established by the State, the training program will remain on the State list.

**POLICY** Current WIA training providers, including programs eligible to receive funds under Title IV of the Higher Education Act of 1965, and programs under the

National Apprenticeship Act, and training providers who desire to submit an initial application, must submit program performance and cost information to each local WIB with which the provider desires to provide training.

Each local WIB will review the information to determine if the program meets the required performance established by the Local WIB and the State. If the WIB determines the program meets those requirements, the WIB will send a copy of the application to the State for inclusion on the State training provider list. The State will review each initial and renewal application to ensure that, at the minimum, the State performance levels and requirements are met. Programs approved will be added to the State training provider list. **Only those programs included on the State list will be eligible to receive WIA referrals.**

A training provider must deliver results and provide accurate information in order to retain its status as an eligible training provider. If the provider's programs do not meet the established performance levels, the programs will be removed from the eligible provider list.

The Act requires the State to verify performance information. The State will conditionally approve programs based on the performance information submitted by the training provider, but if after verification of the performance data submitted by the provider, it is determined the program did not meet the required performance measures, the program will be removed from both the approved state training list and the approved local training program list.

If it is determined that a provider or an agent of the provider intentionally supplied inaccurate information on either the initial or the renewal application, the provider shall be ineligible to receive WIA training funds for any program, for a period of time, of not less than two years.

Region VI WIB has established an appeal process that includes a State level appeal.

**ACTION:** Effective February 27, 2002, the Region VI Workforce Investment Board will advise all Region VI Eligible Training Providers and those Training Providers to desire approval as an Eligible Training Provider to follow the procedures outlined in this policy. Region VI WIB will make available the WIA Training Provider Application and WIA Training Renewal Application to all providers interested in establishing eligibility.

A copy of this policy can be obtained from the Region VI Workforce Investment Board.

**EXPIRATION**

**DATE:** Effective until rescinded or modified by the Region VI Workforce Investment Board.

**MINIMUM PERFORMANCE LEVELS AS NEGOTIATED BY THE STATE**

33%	Percentage rate for <b>all individuals</b> who completed the program.
50%	Percent of <b>all individuals</b> in the program who obtained unsubsidized employment.
\$6.00/hr	Average hourly wages of <b>all individuals</b> at placement of employment.
60%	Percentage of <b>WV WIA participants</b> who completed the program and who are placed in unsubsidized employment.
75%	Retention rate of <b>WV WIA participants</b> who completed program and who are still in unsubsidized employment 6 months after the first day of employment.
\$6.30/hr	Average hourly wages of <b>WV WIA participants</b> who completed the program, 6 months after the first day of employment.
60%	Rates of licensure, certifications, degrees or equivalents, or other measurements of skills obtained by <b>WV WIA participants</b> who completed the program.