Policy: **Eligible Training Provider Policy for Area 13**

Reference: **WIOAPL 16-02.2 (Published 10.21.2022)**

Approval Date: **May 8, 2025**

Purpose

The purpose of this local policy is to establish the criteria for Area 13 for Eligible Training Providers (ETPs) who may receive Workforce Innovation and Opportunity Act (WIOA) funding to provide training services, and to describe the procedures for approving them on the State ETP list stored on the State Website as the Workforce Inventory of Education and Training (WIET).

Reference

Ohio Department of Job and Family Services (ODJFS), Workforce Innovation and Opportunity Act (WIOA) Policy Letter No. 16-02.1 Eligible Training Providers. (May 28, 2019).

Background

The public workforce development system established under the Workforce Innovation and Opportunity Act (WIOA) emphasizes informed consumer choice, job-driven training, training provider performance, and continuous improvement. The quality and selection of training providers and programs of training services is vital to achieving these core principles. The Ohio Department of Job and Family Services plays a leadership role in ensuring the success of the ETP system in partnership with the local workforce development boards (WDBs), the OhioMeansJobs system, and its partners.

As required by section 122 of WIOA and 20 C.F.R. 680.400, the State, in partnership with the local WDBs, must identify providers of training services that are qualified to provide WIOA-funded training to adults, dislocated workers, and youth. WIOA requires that each state maintain a list of ETPs and their programs of training services along with relevant performance and cost information. Ohio's list is called Workforce Inventory of Education and Training (WIET) and can be found at https://wiet.ohio.gov/wiet/

The State must establish eligibility criteria and procedures for initial determination and renewals of eligibility for training providers and training programs to receive funds under WIOA title I-B. The State ETP list and the related eligibility procedures must ensure the accountability, quality, and labor-market relevance of programs of training services. In administering this process, the State and local WDBs must work to ensure that qualified providers offering a wide variety of job-driven training programs are available.

An individual training account (ITA) is one of the primary methods through which training is financed and provided for adults, dislocated workers, and youth, including youth who are in school and permitted to receive ITAs through waiver authority granted by the United States Department of Labor (USDOL). ITAs are established on behalf of a WIOA participant to purchase a program of training services from ETPs. Further guidance may be found in the Individual Training Account Policy.

Providers of on-the-job training (OJT), customized training, incumbent worker training, internships, paid or unpaid work experience, or transitional jobs are not funded through ITAs, are not required to be included on the State ETP list, and are not subject to the eligibility criteria pertaining to ETPs.

Pursuant to the State policy letters on training services for adults and dislocated workers and youth program services, and paragraph (E)(4) of rule 5101:14-1-02 of the Administrative Code, training services and occupational skills training for which ITAs are used shall only be delivered by providers who have met the eligibility criteria and are included on the State ETP list.

Local Policy for Area 13
Upon meeting the state requirements in WIOAPL 16-02.2 the following are the local Area 13 requirements

- WCSO prioritizes training providers who offer training in one or more of Area 13's recognized in-demand industries, as outlined in Area 12 and Area 13's Regional Plan.
- Training providers must enroll annually to be recognized as an ETP for Area 13. Enrollment occurs annually between June 1st and July 31st. This involves
    - Training providers must be registered and listed on the state Workforce Inventory of Education and Training website (https://wiet.ohio.gov/wiet/)
    - Once a training provider's application is approved at the state level, training providers must indicate their interest in becoming an Area 13 ETP by sending a screenshot of the approval which includes their Program Renewal Date to admin@cincyworkforce.org.
    - Approved training providers will receive instructions to set up a vendor agreement with Area 13's Fiscal Agent, Hamilton County Job & Family Services. A fully executed agreement must be in place before a training provider is eligible to receive WIOA funds through the ITA program.
    - Site visits may occur as part of the annual enrollment process.
    - Criteria used for inclusion in the local ETP list may include but not limited to:
        - Accreditations
        - Performance Outcomes
        - Training programs offered align with Area 13's in-demand industry and occupation list

- WCSO may request that ETPs submit documentation related to their process, programs, and their performance measures in order to monitor the program and authenticate the progress of those who have received training. T
- WCSO makes no commitment or guarantee that the training provider will be included on Area 13's ETP list or receive customer referrals.
- WCSO prioritizes training providers that offer a physical location for individuals to meet with training provider staff within the Greater Cincinnati Metropolitan Statistical Area.

Eligible Training Provider information is provided on the WCSO website at https://cincyworkforce.org/becoming-an-eligible-training-provider/