Intensive/Training Policy #2 - Expedited Approval of Training Programs (EATP)

When a Case Manager and a Client determine that the desired training program is not available on the Delaware Workforce Investment Board Approved Provider List, a request for the expedited approval of a training program may be initiated. The following is the procedure:

1. Case Manager contacts the trainer and insures that:

* The trainer has completed a Delaware Substitute Form W-9. If this has not been completed, the vendor can complete this at the Delaware Division of Accounting website: <http://accounting.delaware.gov>
* The trainer, if it is not a institution of higher education, is approved by the State of Delaware, Department of Education.

1. After it is determined that the Substitute Form W-9 form has been completed, the Case Manager sends a completed Provider List Adjustment Form (PLAF) to The Delaware Workforce Investment Board to the attention of Gwendolyn Jones ([Gwendolyn.jones@state.de.us](mailto:Gwendolyn.jones@state.de.us)), Julia Hayward ([Julia.hayward@state.de.us](mailto:Julia.hayward@state.de.us)), and Monnica May (Monnica.may@state.de.us). This form is sent electronically as an attachment to an e-mail. The e-mail will contain the justification for not using a Provider from the Provider list (The justification is also included on the PLAF). Copies of the request will also be sent to the Supervisor and Contract Manager for the office training unit and to Eileen Michelinie ([Eileen.Michelinie@state.de.us](mailto:Eileen.schneese@state.de.us)) the Manager of Contract Operations.
2. The Delaware Workforce Investment Board will either approve or deny the request within 48 hours at its’ sole discretion. The approval/denial will be communicated via e-mail to all parties.
3. The approved training program is then entered onto the approved Provider list by the DWIB. This will be accomplished within 24 hours of approval. At this time, an e-mail notification will be sent to the Case Manager, Supervisor, Contract Manager and the Manager of Contract Operations notifying them that the program is available for use.
4. Upon receiving the e-mail approval from DWIB, the Case Manager will place a copy of the e-mail documenting the approval in the clients file and move to finalize the Individual Service Strategy.
5. At any point that delays occur, the Case Manager is responsible for notifying via e-mail their office supervisor and contract manager.

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