

TANF Policy 38 – Approval Procedure and Guidance for Training

As the agreement states, “Training” shall refer to DE/DOL/DET approved, short-term (4 -12 week) training programs that provide clients with the basic skills, education and support services needed to acquire and retain jobs with an entry level specific marketable skill set. This policy provides guidance on expending funds allocated for training within agreements.

Policy

1. Up to 75% of the funds allocated for training in the approved budget in the executed agreement may be used for individuals participating in the program to pay for training. Funds used in this capacity must meet the definition of training provided and may only be expended on programs found on the Eligible Training Provider List (ETPL) indicated as WIOA approved. Programs that meet these criteria are considered approved and do not need any additional approval from DE/DOL/DET.

The Delaware Workforce Development Board maintains the ETPL in accordance with the Workforce Innovation and Opportunity Act of 2014 (WIOA). This is a list of approved providers and training programs that are eligible to receive federal WIOA funds on behalf of approved participants. The ETPL can be found at

<https://joblink.delaware.gov/ada/services/schools/SchResults.cfm>.

Below is a guide for determining if a program is on the ETPL and WIOA approved or how to find programs who meet these criteria.

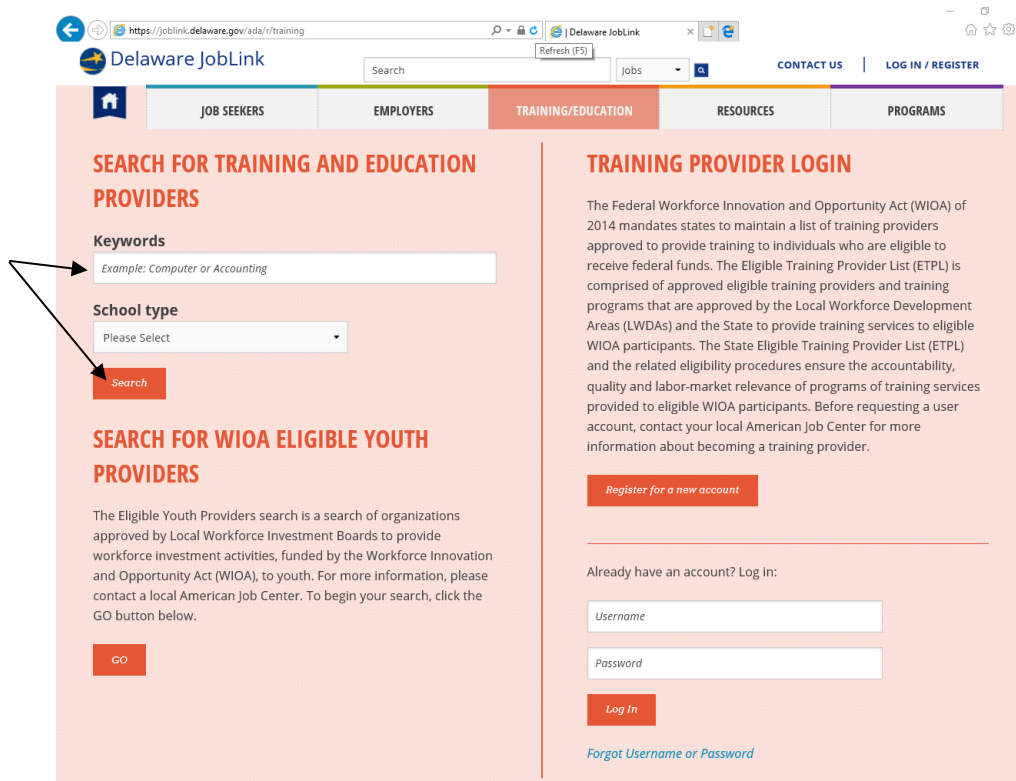
2. Funds expended in accordance with 1 above shall be capped at \$5,000 per participant. Funds shall only be expended for tuition, required books, and required fees and shall be consistent with the published rates.
3. Participant selection shall be based on individual assessments that support that the participant is able to complete chosen training and that the training is needed to obtain employment in the desired occupation. The participant’s work experience, interest, and aptitude shall all be considered and should support the decision to approve expenditures for training.
4. Any participant who will benefit from this policy will be required to complete a training plan which is attached as Attachment B. This shall be completed jointly with Case Manager and participant, approved by Case Manager’s Supervisor and be filed with the participants ISS.
5. All other training funds not expended in accordance with 1-4 will require prior written approval from the DOL/DET Contract Manager. Requests shall be submitted via e-mail.
6. Any Training Provider that is approved and not on the ETPL will be referred to the Delaware Workforce Development Board as a referral for them to outreach. This will be done upon approval by DOL/DET.

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Attachment A

The following screens and steps are a guide for determining if a program is on the ETPL and WIOA approved or how to find programs who meet these criteria:

1. Go to Delaware JobLink <https://joblink.delaware.gov>
2. Click on Training/Education
3. You can complete a keyword search or retrieve the entire ETPL by entering nothing and clicking “Search”



4. A list of approved training providers will populate sorted by their name in alpha order.
5. Click on the school to obtain information

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Search Results
Showing 1-25 of 39 providers matching criteria.

Name	City	County	Type
American Driver Training Academy	New Castle	New Castle	Private Career School/College
Cantech	Newport	New Castle	Private Career School/College
Christina School District Adult Education	Wilmington	New Castle	Public Community/Technical School/College
Delaware IT Institute, Inc.	Newark	New Castle	Private Career School/College
Delaware Safety Council	New Castle	New Castle	Private Career School/College
Delaware State University- Testing, Services and Programs	Dover	Kent	College/University (Four Year)
Delaware Technical & Community College- Innovation & Technology Center	New Castle	New Castle	Public Community/Technical School/College
Delaware Technical Community College - Terry /Non - Credit	Dover	Kent	Public Community/Technical School/College
Delaware Technical	Wilmington	New Castle	Public

http://www.delaware.gov/

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Related Links: [More Info](#) | [Programs](#)

Provider Name: Delaware Technical Community College - Terry /Non - Credit

Address: 100 Campus Drive
Dover, DE 19904

County: Kent

Phone Number: (302) 857-1500

Fax Number: (302) 857-1539

Basic Provider Type: Public Community/Technical School/College

Web Site Address: www.dtcc.edu/

Contact Person: Deborah Leech

WIOA Approved: Yes

Services Provided: Accredited
Financial Aid

Last Updated: Nov 14, 2017

Accredited by: Middles States

Licensed by:

Does your institution have a tuition refund policy? Yes

Federal Grants: WIA,PELL

[View Map](#) - [Get Directions](#)

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Program Name	WIOA Approved	CIP Code
Certified Central Service Technician	Yes	511012
Certified Clinical Medical Assistant	Yes	510802
Certified Dialysis Technician	Yes	511011
Certified EKG Technician	Yes	510899
Certified Electronic Health Records Specialist	Yes	510799
Certified Medical Administrative Assistant	Yes	510716
Certified Nursing Assistant	Yes	513902
Certified Pharmacy Technician	Yes	510805
Medical Billing and Coding	Yes	510714
Patient Care Technician	No	513902
Phlebotomy Technician	Yes	511009
Polysomnographer Sleep Technician	Yes	600575

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Click "Cost Items" for cost information (caution school will have most up to date costs) and "Demand Occupation" for labor market information

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Program Name: Certified Pharmacy Technician
[Similar Program in Area](#)

Description: If you are interested in an exciting journey into one of today's fastest growing fields in health care, Pharmacy Technician is for you! Whether you end up working in a hospital, community, mail order or another type of pharmacy, the knowledge you will gain from this course will prepare you well for your new career. Students who successfully complete the course will be eligible to take the Pharmacy Technician Certification exam. Tuition includes: textbook and certification exam

Hours: 150

School: Delaware Technical Community College - Terry /Non - Credit ([Details](#))

Address: 100 Campus Drive
Dover, DE 19904

Phone Number: (302) 857-1500

Fax Number: (302) 857-1539

WIOA Approved Program: Yes

Total Credit/Curriculum Hours: 150

Total Number of Training Weeks: 0

Training Location(s): Delaware Tech Terry Campus- Dover, DE

Type of Attainment: Industry Certificate, Community College

Type of financial aid offered or have access to: WIA

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Attachment B

Participant Name and MCI: _____

Trainer Name: _____

Training Program: _____

Contact Person: _____

Training Start Date: _____

Training End Date: _____

Time(s) of Training Session: _____

Occupation this training will lead to: _____

At the end of this training, participant will obtain: _____

Participant's Reading/Math Skill Level: _____

Justification for Training:

Outline at least the participant's work experience, interest, and aptitude that support the decision to approve expenditures for training

Goals and Action Steps for Participant

Goal: Maintain Contact with Case Manager and Complete Training Program

Action:

1. Attend classes as scheduled, complete assignments, attend review sessions, and take required exams to obtain credential and/or license.
2. Maintain weekly contact with Case Manager to give update on progress and provide attendance forms/timesheets/graded papers.
3. Contact CM if any problems or concerns arise that impact your training success, such as issues in classroom, need for tutor, personal situations, attendance, childcare, or transportation problems.
4. At the end of training, provide CM with copy of certificate, license, or credential you receive.

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Notes:

Customer Signature

Date

Case Manager Signature

Date

Supervisor Signature

Date