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.

6/1/2019
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](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
# TANF Policy 38 – Approval Procedure and Guidance for Training

## Approval Procedure

**Provider Name:** Delaware Technical & Community College

- **Address:** 100 Campus Drive
- **City:** Dover
- **State:** DE
- **Zip:** 19904

**Contact Person:** Deborah Leech

**Phone Number:** (302) 694-1000

**Fax Number:** (302) 694-1525

**Website Address:** [Website Page](https://www.dtcc.edu)

**Programs:**

- **Program Name:** Terry Allan - Credit
- **Type:** Public Career/Technical School/College
- **Provider Code:** DEL
- **Approval:** Yes
- **Services Provided:** Accredited Financial Aid
- **Last Updated:** Nov 14, 2017
- **Accredited By:** Middle States Council of Higher Education

**State:** Delaware

**City:** Dover

**County:** Kent

**Type:** Public Career/Technical School/College

**Notes:**

- Does your institution have a tuition refund policy? Yes

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**Related Links:**

- [Program Details](https://www.dtcc.edu)
- [More Info](https://www.dtcc.edu)

**Contact:** Deborah Leech

**Phone:** (302) 694-1000

**Fax:** (302) 694-1525

**Email:** Deleeceh@dtcc.edu

**Web Site:** [Website](https://www.dtcc.edu)

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**Statistics:**

- [918 Jobs](https://www.dtcc.edu/jobs)
- [916 Resumes](https://www.dtcc.edu/resumes)

**Contact:** [Contact Us](https://www.dtcc.edu/contact-us)

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**Emails:**

- [Contact Us](https://www.dtcc.edu/contact-us)
- [Job Alerts](https://www.dtcc.edu/job-alerts)
- [Resume Submissions](https://www.dtcc.edu/resume-submissions)

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**States:**

- Delaware

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**Web Sites:**

- [Delaware.gov](https://www.delaware.gov)
- [Delaware Department of Labor](https://www.delaware.gov/)
- [Delaware Helpline](https://www.delaware.gov/)

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**Log In:**

- [Log In](https://www.delaware.gov/)

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**6/1/2019**
Click “Cost Items” for cost information (caution school will have most up to date costs) and “Demand Occupation” for labor market information.
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

<table>
<thead>
<tr>
<th>Goal: Maintain Contact with Case Manager and Complete Training Program</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action:</strong></td>
</tr>
<tr>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
</tr>
<tr>
<td>3.</td>
</tr>
<tr>
<td>4.</td>
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</tbody>
</table>
TANF Policy 38 – Approval Procedure and Guidance for Training

Notes:

<table>
<thead>
<tr>
<th>Customer Signature</th>
<th>Date</th>
<th>Case Manager Signature</th>
<th>Date</th>
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<tbody>
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<tr>
<td></td>
<td></td>
<td>Supervisor Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

6/1/2019