

## INTERNAL MEMORANDUM

**FOR:** DWDB Staff, and DOL-DET Management Team

**FROM:** Executive Director, Delaware Workforce Development Board (DWDB)

**DATE:** July 20, 2017

**SUBJECT:** DWDB Policy #2017005 – Handling Clients Enrolled in Programs No Longer on Eligible Training Provider List (ETPL)

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References. Federal Register /Vol 81, No. 161/ Friday, August 19 2016, Part VI, Department of Labor, Employment and Training Administration, 20 CFR Parts 680.420 Workforce Innovation and Opportunity Act; Final Rule.

**1. Purpose.** This memo provides guidance to ensure clients/students enrolled in programs deleted from the ETPL complete their training and ultimately safeguard current investment.

**2. Policy Statement.** The DWDB authorizes clients enrolled in Individual Training Account (ITA) programs to continue in those programs even if the course of instruction/training is no longer listed on the ETPL due to current DWDB realignment. These students may continue until they exit; regardless of the reason for the exit. Supplementation of this policy is authorized by the Delaware Department of Labor, Division of Employment and Training (DOL-DET) without the previous approval of the DWDB.

**3. Background.** The DWDB is realigning its demand occupation list to reflect the State's Pathways to Prosperity initiative, career lattices, and other priorities. This realignment may cause multi-course programs, which were once approved, to be removed from the list. To force these students/clients into different occupational training seems not to make sense either for the client or the publicly funded workforce system because already invested scarce workforce dollars would be wasted.

**4. Process.** To ensure the DOL-DET staff and DWDB staff keep clients delays and breaks in continuity to the minimum the following steps are announced:

- DOL-DET will identify clients affected by programs being dropped from ETPL
- DWDB Staff will put all affected programs in a "Not WIOA Approved" status
- When a client of a "Not WIOA Approved" program needs to conduct an action, the case manager will contact the Management Analyst at 302-761-8160 and make a phone appointment to temporarily make the program WIOA approved.
- When the needing action is complete, the management analyst will immediately make the program Not WIOA Approved.

**5. Contact Information.** I am the point of contact for this memo at 302-761-8163 or [William.potter@state.de.us](mailto:William.potter@state.de.us)

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