

## INTERNAL MEMORANDUM

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

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

**DATE:** July 14, 2017

**SUBJECT:** DWDB Policy #2017002 -- Executive Director Authority to Approve Occupations to Delaware's Eligible Training Provider and Demand Occupation List Between Scheduled Executive Committee Meetings

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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 680.430 Workforce Innovation and Opportunity Act; Final Rule.

**1. Purpose.** This memo establishes authority for additions and/or deletions to/from the Eligible Training Provider List (ETPL) and the Demand Occupation List when the Delaware Workforce Development Board or its Executive Committee are not in session.

**2. Background.** The Executive Committee of the DWDB, on June 13, 2017, delegated authority to the board Executive Director to approve additions and/or deletions to/from the ETPL and the Demand Occupation List of occupations, providers, and programs when the DWDB or its Executive Committee are not in session. The Executive Director will at his/her discretion, approve programs:

- Which have  $\geq 20$  annual openings; and
- represent an alignment with pathways (or a potential career lattices), or
- have sufficient earnings to meet the minimum threshold of median wage performance measures; or
- present an unforeseen opportunity such as an unplanned business expansion or arrival of an inbound transplanted business.

This list is not all inclusive, but establishes a general framework and intent of this authority. This authority is nontransferable.

**3. Follow-On Reporting.** The DWDB Executive Director will report to the Executive Committee and the DWDB at the next scheduled meeting(s) after any additions of programs and occupations.

**4. 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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Delaware Workforce Investment Board