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)


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

William J. Potter
Executive Director
Delaware Workforce Investment Board