

**WORKFORCE INVESTMENT ACT
ELIGIBLE TRAINING PROVIDER
INITIAL APPLICATION**

THIS SOLICITATION IS AUTHORIZED AND ISSUED BY:

Authorized Signature of LWIA Administrative Entity

Date

Appalachian Council of Governments (WorkLink)

Executive Director

Name of Authorized LWIA Administrative Entity

Job Title of LWIA Signatory Authority

**511 Westinghouse Road
Pendleton, SC 29670**

INITIAL APPLICATION INSTRUCTIONS

**For
Providers of Training Services**

Post-secondary educational institutions, national apprenticeship entities, and other public and private providers of training services applying to be placed on the local and Statewide list of eligible providers of training services, will be added to such lists when review of the application information results in approval of the application the local workforce investment area or one-stop delivery system. Submission of an application to become a provider of training services can take place at any time during the year.

In consideration for training services provided by eligible providers of training services, the local workforce investment area or one-stop delivery system will pay appropriate fees to the eligible providers of training services, based upon advertised tuition and related program costs or published costs for allowable off-the-shelf training activities available to the general public and contained in the providers of training services pre-existing school/training catalog or services price list up to the limit set by the Local Board (\$5,000 a year). Payment for training services will be made through the use of a voucher, issued in an amount sufficient to cover the training services costs for eligible adults and dislocated workers who are unable to obtain other grant assistance for such services, including Federal Pell Grants; or eligible adults and dislocated workers who require assistance beyond the assistance made available under other grant assistance programs, including Federal Pell Grants.

Providers of training services will invoice the local workforce investment area or one-stop delivery system for training services provided to workforce investment customers in accordance with their normal invoicing procedures. The invoice must have appropriate supporting documentation attached. Appropriate supporting documentation would include but not be limited to: a copy of the redeemed voucher certificate, workforce investment (WI) customer attendance records, periodic and final reports on the customer's progress, grade or

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competency achievement, performance appraisals (when applicable), cash register receipts, etc., pertaining to WI adults and dislocated workers.

Appropriate facilities and systems of providers of training services must be accessible to monitoring and/or auditing by all appropriate representatives and/or agents, of the Federal, State, and local workforce investment area.

Attached herewith is a Provider of Training Services Application. Please submit four **(4) copies of the application (1 original and 3 copies)** in a **SEALED** package to the address below. Each application will be reviewed for its completeness and approved, if warranted. Upon application approval, Providers of Training Services will be added to the Statewide list of eligible providers of training services and referrals will be made as needed thereafter, when appropriate.

Hand deliver/FedEx or Mail Applications to:

Shae Rozakos
WorkLink Workforce Investment Board
511 Westinghouse Road
Pendleton, SC 29670

Appeal Procedures

Training providers can have a training program(s) denied for inclusion in the statewide training provider list by either the local Board or the State.

The training provider that is denied by the local Board may appeal to the Board's executive committee. The appeal is accomplished as follows:

- a. The applicant submits a Notice of Appeal to the Chair of the local Board at the local Workforce Investment Area office. The appeal must be received within 10 days after the date of the letter of denial.
- b. Should an appeal not be filed and received within 10 days after the letter of denial, the denial will stand. There will be no recourse for appeal after the 10-day time limit has expired.
- c. The appeal submitted to the local Board's Executive Committee will be reviewed and scheduled for an appeal hearing by the Executive Committee. The applicant will be notified of the location, date, and time of the scheduled hearing and may represent himself/herself at the hearing.

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- d. The Board's Chair will notify the applicant of the Executive Committee's final decision within five days of the appeal hearing.

- e. The Executive Committee's decision may be appealed to the State per the State Appeal Procedures.

The State also has the right to remove the training provider from the training provider list if it is determined that the provider knowingly supplied inaccurate information or otherwise violated requirements under the Workforce Investment Act. The training provider has appeal rights to both of these denials.

All appeals should be submitted to:

Shae Rozakos
WorkLink Workforce Investment Board
511 Westinghouse Road
Pendleton, SC 29670
Phone: 864.864.1515
Fax: 864.646.2814