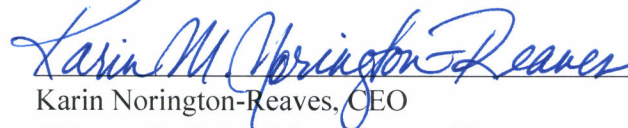




**Workforce Investment Act Policy No. 2013-PL-06**

**To:** All Delegate Agencies, One-Stops and Sector Centers

**From:**

  
Karin Norington-Reaves, CEO

Chicago Cook Workforce Partnership

**Subject:** WIA Title I Training Provider Eligibility & Certification

**Date:** April 1, 2013

**Purpose:**

The purpose of this communication is to define the Chicago Cook Workforce Partnership's (The Partnership) policy and procedures for determining initial and subsequent eligibility of training providers under Title I of the Workforce Investment Act (WIA).

**References:**

WIA Sections 122, 134

WIA Implementing Rule Section 663, Subparts D and E

Illinois Department of Commerce and Economic Opportunity (DCEO) WIA Policy Letter No. 09-PL-57, Change 1

**Background:**

The Workforce Investment Board hereby revises and clarifies its policy for eligibility of training providers and programs under Title I of WIA. The intent of the revised policy will be to ensure that training providers and programs meet minimum standards of quality and performance, and that training is focused on programs leading to employment in high growth/high demand industries and occupations. These policies and procedures are required to ensure compliance with the relevant provisions of WIA, the WIA Implementing Rule, and State of Illinois policies.

Previously, WIA customers who qualified for training dollars were able to choose from roughly 1800 certified training programs in hundreds of different subjects. In order to ensure that our customers experience a quality training experience which positions them to find a job paying family sustaining wages, The Partnership has developed guidelines for ITA eligible programs.

The Partnership convened a task force of local experts in workforce development, who reviewed regional labor market information, including: existing jobs by industry and occupation; projected growth and openings over the next ten years; and wages and educational requirements. The Partnership also reviewed placement data from former ITA recipients, to discern the types of trained workers that employers were hiring from the regional WIA system. Throughout the process, The Partnership requested and received feedback from system stakeholders. This ensured the capture of important considerations such as career pathway jobs as well as occupations that provide opportunities for individuals with barriers to employment.

This process resulted in the development of target industries in which The Partnership will focus its training and employment efforts. The Target Industries are:

- Business and Professional Services
- Healthcare
- Hospitality
- IT
- Manufacturing
- Retail
- Transportation Distribution and Logistics

Within these 7 areas, The Partnership will fund ITA training in 40 occupations (See Attachment A).

The occupational training described here shall be provided only by those institutions which have programs authorized by the Chicago Cook Workforce Investment Board (WIB) or another Local Workforce investment Board LWIB<sup>1</sup> and are reflected on the Statewide List of eligible training providers for the local area. All providers must complete the training provider certification process established by the Chicago Cook WIB in order to provide services within Local Workforce Investment Area 7 (for which The Partnership serves as the regional administrator). Only providers with approved programs in the target industries and occupations described above and as set forth in Attachment A will be authorized to receive payment with WIA ITA funds.

**Summary Policy Statement:**

Workforce centers and delegate agencies are expected to promote training for demand occupations, enhance customer choice and assure program quality through a system of certified training providers and programs. WIA requires all states and local workforce investment areas to certify training programs as eligible to receive funding through Individual Training Accounts (ITAs). This procedure must include a process for programs to be initially certified, as well as, recertified on an annual basis. DCEO has implemented requirements intended to focus occupational training in WIA on programs leading to demand occupations. Training provider eligibility requirements have been modified to promote this objective, including the use of

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<sup>1</sup> The state permits reciprocal certification, however, the local WIB has the authority to issue policies and procedures regarding certification of programs within the local workforce investment area.