

# New Jersey

## Workforce Innovation Notice 10-17(A)

**TO:** Workforce Development System

**FROM:** John Bicica, Chief,  
Office of WDB Coordination and Support

**SUBJECT:** Eligible Training Provider List procedures for competitively procured programs

**DATE:** March 28, 2018

**PURPOSE:** To inform the workforce development system of new procedures related to the Eligible Training Provider List (ETPL).

### **Background**

Workforce development service providers who are contracted by local workforce development boards through a competitive process (i.e. a request for proposal) will have new procedures for being placed on the ETPL. This applies to competitively procured providers of WIOA Title I Youth services and WorkFirst New Jersey services. The following procedures are to be followed upon the award of such a contract:

1. The local board will inform the provider they must complete a *New Jersey Eligible Training Provider List WIOA Youth/WFNJ Initial Provider Application Packet*. The packet must then be submitted to Stephanie Zacniewski of the Occupational Employment Information (COEI) upon completion at [stephanie.zacniewski@dol.nj.gov](mailto:stephanie.zacniewski@dol.nj.gov)
2. The local board must forward the following documentation to COEI:
  - a. A copy of the summary scoring rubric used by the proposal evaluators
  - b. A copy of the executed contract

COEI will enter the information from the Application Packet into the Eligible Training List. The programs will be identified as **WFNJ Only** or **WIOA Youth Only** as appropriate. These specified programs will not be eligible to receive referrals for individual training accounts. Providers do not have to wait for placement on the ETPL to begin services. The providers will not be responsible for providing performance information to COEI; however, local boards must ensure that participant records, including outcomes, are kept current in America's One-Stop Operating System. This allows local areas to accurately factor past performance for any subsequent proposal evaluations.

Documentation related to procurement will be shared with the Monitoring Performance Unit for the purposes of the annual procurement review. The Monitoring Performance Unit will only request documents not part of this approval process (such as the notice of availability) during their review.

**Please note that no action is required of any proposers before or during the proposal evaluation process. Only the organizations that are awarded contracts will be subject to these procedures.**

Programs that are placed on the ETPL through this process will remain for the duration of their contract. If a local board terminates a contract with a provider before the expiration date, the local board must notify COEI so that the corresponding program can be removed from the ETPL.

**References**

None

**Rescissions**

None

**Action Required**

Local workforce development boards should ensure that these procedures are shared with all relevant contracting staff.

**Authority**

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| New Jersey Department of Labor and Workforce Development | <b>X</b> |
| State Employment And Training Commission                 |          |

**Questions**

For questions regarding these procedures, contact Stephanie Zacniewski, COEI, at [stephanie.zacniewski@dol.nj.gov](mailto:stephanie.zacniewski@dol.nj.gov).