Cape Fear Local Policy No. P-WDB-017-2019

Subject: Cape Fear Workforce Development Board Eligible Training Providers List (ETPL) Policy

Purpose: To establish and communicate Cape Fear WDB policy requirements and procedures for Workforce Innovation and Opportunity Act (WIOA) interested and active training providers.


Background: This policy addresses the activities of Cape Fear WDB and those training providers, including employers who wish to offer training services to Adults, Dislocated Workers, and Out-of-school Youth whose training is funded by Cape Fear WDB and the Workforce Innovation and Opportunity Act (WIOA). This policy establishes Cape Fear WDB’s eligibility criteria and procedures for initial and subsequent determination for training providers who list training programs on the Eligible Training Provider List (ETPL) and the Local Eligible Training Provider List (LTPL). This policy also outlines the appeal procedures for programs rejected from the ETPL and LTPL.

ETPL Principles

1. The Cape Fear WDB shall use the NCWorks Online Eligible Training Provider List (ETPL) module (www.ncworks.gov) for accepting applications from providers to be listed on the ETPL. The Cape Fear WDB may authorize a Board staff person(s) to act on their behalf in making determinations for initial and/or continued eligibility of providers.

2. The Cape Fear WDB may establish local policies requiring performance above the state minimum standards for providers to be included on the ETPL.

3. The Cape Fear WDB policies and procedures will ensure that the data supplied by providers for ETPL eligibility is complete, accurate, and current, and that providers meet the state’s minimum performance standards.

4. The Cape Fear WDB will work with local and regional employers and education providers to ensure that training programs provide credentials, certificates and/or skills that are valued by employers within priority industry sectors identified in the state or local...
strategic plan. Training must result in the awarding of an industry-recognized credential, national or state certificate or degree, including all industry appropriate competencies, licensing and/or certification requirements.

5. The Cape Fear WDB will provide Individual Training Accounts (ITAs) for training programs that support a career pathway for the customer in growing, in-demand, and/or priority industry sectors identified in the local plans. In instances, where it can be demonstrated that there is a demand for workers in the field of employment being sought by the client, and that training will result in increased earnings and career pathway opportunities, ITAs can be issued to those training programs.

Eligible Training Provider Information Definitions

1. **Eligible Training Provider**: is a provider of training services who has met the eligibility requirements to receive WIOA Title I Adult, Dislocated Worker, and Youth funds to provide training services to eligible individuals.

2. **Eligible Training Provider List (ETPL)**: is North Carolina’s statewide list of approved providers of training services who are eligible to receive WIOA Title I-B funds. Please note, having a program on this list simply means basic WIOA criteria for eligibility was met. It does not mean that the program will be approved at the local level and made available to WIOA customers in the Cape Fear WDB region.

3. **Local Training Provider List (LTPL)**: is a list of locally approved providers of training services that catalogs training providers from the statewide training provider list and their respective training services/programs that are made available to Cape Fear WDB customers. Note: Being approved for Cape Fear WDB’s LTPL does not guarantee approval by other workforce development boards and vice versa.

4. **Program of Training Services**: is defined as one or more courses or classes, or a structured regimen that leads to one of the following:
   - A recognized post-secondary credential, secondary school diploma or its equivalent.
   - Employment.
   - Measurable skill gains toward such a credential or employment.

5. **In-demand**: refers to occupations, industry sectors or clusters, or career pathways that have been identified in the state, regional, and/or local workforce development plan as emerging, growing, a priority for local workforce partners, or otherwise having the best job prospects due to the workforce needs or hiring demands of employers.
6. **Occupations in Demand List (OID):** A regional list that outlines growth industries and occupations in which training programs must lead to employment to be approved for the LTPL. This list is available by accessing the North Carolina Star Jobs report at [www.nccareers.org](http://www.nccareers.org).

7. **Quality:** Establish and maintain a comprehensive list of quality training programs that meet the minimum performance standard and provide industry valued skills in priority industry sectors. Information must be accurate, transparent, accessible, and user-friendly.

8. **Customer Focus:** The policies and procedures must support eligible individuals who seek career and occupational training information and NCWorks Career Center Career Advisors (CAs) who assist customers eligible for training services.

9. **Informed Customer Choice:** To ensure that job seeking customers make an informed customer choice and are prepared with the skills needed to fill hiring opportunities in in-demand sectors and career pathways in high wage occupations, NCWorks Career Center staff will provide access to skills assessment tools, career planning resources, updated labor market information identifying industry sectors and occupational clusters that are high-growth, high-demand, projecting skills shortages, and/or vital to the regional economy, and access to the eligible list of training providers (ETPL) provided in electronic format through the NCWorks Online system (www.NCWorks.gov) which provides relevant information on available training programs, including performance and cost.

10. **Simplicity:** Avoid imposing burdens that would inhibit the participation of quality training providers.

11. **Respect for Local Autonomy:** The policy should remain supportive of the autonomy that the WIOA has otherwise granted to the local workforce development boards.

**Training Provider Reference**

1. All current and new ETPL providers and programs are **required** to be registered on NCWorks Online (www.ncworks.gov) to be considered. All current and new ETPL providers should refer to the letter *Notification of policy and procedure changes for all Providers*, included as **Attachment C**.

2. Once the NCWorks training provider user account is approved, the provider shall enter all the program information, completing all the required fields/modules. All providers are required to share performance data for each program submitted in NCWorks. Programs that do not include performance data will not be approved for listing on the ETPL/LTPL.
3. **Community Colleges** – The Cape Fear WDB will work with community colleges in the region to identify and list Career Technical Education (CTE) programs resulting in industry-recognized certificates or degrees. Methods to identify industry-recognized certificates or degrees can include consultation with industry experts and employers, review of state or industry mandated licenses or certificates, or consultation with industry advisory groups.

4. **Pre-Apprenticeship Training** - Providers must include a letter of commitment from an approved apprenticeship program and meet the application policies and procedures required for the type of program (e.g., community college, private post-secondary, adult education provider, etc.).

5. **Apprenticeship Training** - Providers must have a written agreement with employers who are registered with NCWorks Apprenticeship. The agreement must specify the length of a participant’s training, the related technical instruction, an outline of the skills that person will need to learn, and the wages he or she will earn. The NCWorks Apprenticeship staff must approve this agreement before apprentices can start their training.

6. **Providers Headquartered Outside of North Carolina** who do not have in-state training facilities may apply to provide training services if the provider is listed on the WIOA ETPL in the state in which they reside. **Note:** Provider must provide proof of WIOA eligibility in headquartered State and primary contact information of approving workforce development board(s). Out-of-State providers must complete the WIOA Certification Form for Out-of-State Providers included as Attachment B.

7. **Training providers that offer programs in multiple local areas** must **initially** apply only to the local workforce development board in the area where their headquarters is located or the local workforce development board that has been appointed to coordinate the ETPL for the local area where the headquarters is located. **Note:** Cape Fear WDB coordinates the ETPL/LTPL for providers headquartered in Brunswick, Columbus, New Hanover and Pender counties.

### Eligible Training Provider List

The Eligible Training Provider List (ETPL) and Local Training Provider List (LTPL) is maintained and available on NCWorks Online (www.ncworks.gov).

For a provider of training services to receive WIOA funds, its program(s) must be listed on the ETPL and LTPL. These programs may provide training services, such as the following:
• Occupational skills training, including training for non-traditional employment and occupational skills training that integrates English-language and math instruction needed to succeed on the job.
• Programs that combine workplace training with related instruction, which may include cooperative education programs.
• Training programs operated by the private sector.
• Skill upgrading and retraining.
• Entrepreneurial training.
• Apprenticeship and Pre-Apprenticeship Skills Training.

Special Circumstances

There are some training programs that are subject to special ETPL/LTPL policy provisions. These exceptions include the following:

• On-the-Job Training.
• Customized Training (as defined by the WIOA).
• Incumbent worker training or transitional employment, if applicable to Local Board.

There may be instances where the Cape Fear WDB will determine the ETPL/LTPL status due to the following special circumstances:

• There is an insufficient number of eligible providers of training services in the area.
• An exception is necessary to meet the needs of individuals with barriers to employment.
• That it would be most appropriate to award a contract to an institution of higher education or other eligible provider to facilitate the training of multiple individuals in in-demand industry sectors or occupations.

Equal Employment and Nondiscrimination Requirements

All Training Providers are subject to the Equal Opportunity and Nondiscrimination requirements. Training Providers must comply with Equal Opportunity and Nondiscrimination provisions which prohibit discrimination on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and for beneficiaries only, citizenship or participation in a WIOA Title I financially assisted program or activity. Cape Fear WDB must ensure that Training Providers comply with Equal Opportunity and Nondiscrimination provisions prior to approving the provider to be on the ETPL/LTPL.

Equal Employment Opportunity and Non-Discrimination procedures shall be posted at the NCWorks Career Centers and provided to each customer upon enrollment.
Active/Interested Training Provider Policy and Procedures

Program Submission

All interested and active training providers must be registered and submit their training programs on NCWorks Online (www.ncworks.gov).

Generally, In-State Provider/Program submission steps are as follows:

1. Register as a training provider or training provider representative on NCWorks Online.
2. Enter training programs in NCWorks Online and submit for review and approval.

Training Providers should also upload any supporting documentation in the “documents” section of NCWorks Online (i.e. proof of accrediting body, performance, grievance policy, etc.).

Cape Fear WDB has provided a training provider guide to assist training providers with completing the above submission steps as Attachment A.

Initial Eligibility for Out-of-State Providers

Out-of-State training providers may be considered at a jobseeker’s request.

Out-of-State training providers seeking initial Eligible Training Provider designation must submit their basic information to be considered for initial eligibility. When granted, initial ETPL approval shall remain in effect for one year. To remain on the ETPL after the first year, providers must apply for recertification of eligibility.

One of the requirements for inclusion on the state Eligible Training Provider List for Occupational Training for Out-Of-State providers is verification of qualifications from authorized officials of the provider’s home state. Attachment B (WIOA Certification Form for Out-of-State Providers) must be signed by one of the authorized representatives in the provider’s home state who is responsible for coordinating and managing the provider’s home state WIOA Eligible Training Provider List. This signed form must be submitted to the WDB in the region in which the training provider is located.

If training is conducted in multiple states, then the certification form must be completed and signed by the appropriate official in each state where training is conducted. The certification form attests that the training provider:

- is approved by the higher education authority in the home state;
- is on the home state’s WIOA training provider list;
- publishes verifiable consumer data, available to the general public.
Review and Approval

Training Provider approval criteria includes:

1. Training Providers must be an accredited institution of higher education that provides a program leading to a recognized post-secondary credential, OR
2. NCWorks Registered Apprenticeship entity, OR
3. Public or private provider of a program of training services, which may include joint labor-management organizations, and eligible providers of adult education and literacy activities under WIOA title II, if such activities are provided in combination with occupational skills training, OR
4. Provider of on-the-job training (OJT), customized job training (CJT), incumbent worker training (IWT), internships, and paid or unpaid work experience opportunities, OR
5. An entity that is contracted by Cape Fear WDB to provide training services.

For a provider of training services to receive WIOA funds, its program(s) must provide training services, such as the following:

• Occupational skills training, including training for non-traditional employment and occupational skills training that integrates English-language and math instruction needed to succeed on the job.
• Programs that combine workplace training with related instruction, which may include cooperative education programs.
• Skill upgrading and retraining.
• Apprenticeship and Pre-apprenticeship Skills Training.
• Entrepreneurial training.

Program approval criteria includes:

• Training program results in the awarding of an industry-recognized credential, national or state certificate, or degree, including all industry appropriate competencies, licensing and/or certification requirements.
• Training program is identified to lead to occupations in in-demand industry sectors identified by the state, region, or local workforce development board. *Cape Fear WDB’s Occupations in-Demand list (OIDL) may be accessed through North Carolina Star Jobs report at www.nccareers.org.
• Training program is within the local area training fund limits. *Amount disclosed at Cape Fear WDB’s discretion.
• Meet state, regional, and/or local customer outcome performance/accountability measures.

Note: Additional criteria may be established as the needs of local employers, workers, and jobseekers change and grow.

Training providers can submit programs for review and approval at any time. This creates an opportunity to submit in-demand training programs as the needs of local employers, workers, and jobseekers change and grow.

Cape Fear WDB will review and issue decisions on training provider submissions within 30 days of receipt of NCWorks Online notification that the program confirmation has been e-signed by the training provider and the program has been officially submitted for WIOA approval.

IMPORTANT: WIOA approval for the NCWorks State Eligible Training Provider List (ETPL) does not guarantee approval for the Local Training Provider List (LTPL). Also, approval in one local area does not guarantee approval in another local area. There are twenty-three (23) Workforce Development Boards (WDB) in North Carolina (NC) and training program approval criteria may vary based on local area demand and funding availability.

Program Eligibility Status and Reapplication

1. Initial eligibility – status given to first-time approved training providers and programs upon initial review and approval. Initial eligibility lasts one (1) year from the original approval day. A reapplication date is set for thirty (30) days prior to the expiration date to notify the provider that the program’s approved status will be expiring on the one (1) year anniversary date of approval. The provider will have no more than thirty (30) days after the program reapplication date to update the program details to reflect any changes, provide performance data, and resubmit the program for continued eligibility. The program will become ineligible and be automatically removed from the approved list on the expiration date.

2. Continued eligibility – status given to approved training providers and/or programs that reapply for further approval following at least one (1) full year of initial eligibility. Provider/program must meet Cape Fear WDB and/or State set performance standards. Continued eligibility lasts one (1) year from the original approval day. A re-application date is set for thirty (30) days prior to the expiration date to notify the provider that the program’s approved status will be expiring on the one (1) year anniversary date of approval. The provider will have no more than thirty (30) days after the program
reaplication date to update the program details to reflect any changes, provide performance data, and resubmit the program for continued eligibility. The program will become ineligible and be automatically removed from the approved list on the expiration date.

**IMPORTANT:** Active Training Providers should be reviewing and updating their program information at least once per year. If changes occur more frequently, it should be updated in NCWorks Online immediately. Anytime changes are made to programs after initial or continued eligibility approval status is given, Cape Fear WDB Staff will be notified to review changes. The changes will not be publicly reflected or honored until reviewed and approved by Cape Fear WDB.

**Removal from Eligible Training Provider List (ETPL)/Local Training Provider List (LTPL)**

A training provider and/or its program may be denied inclusion in or removed from the statewide ETPL and/or the Cape Fear WDB LTPL for the following reasons *(documented proof that these conditions exist must be provided)*:

- The initial and/or renewal application was not completed, was not completed by established due date, or was missing required information;
- Performance data was not submitted by established due date or at all;
- The training provider intentionally supplied inaccurate information *(This exclusion or removal will remain in effect for a minimum of two (2) years)*;
- The training provider substantially violated any requirement under WIOA, state or local laws and policy;
- The training provider loses its license or accreditation of its accrediting body.
- The provider and/or program fails to meet minimum levels of performance.

If the Cape Fear WDB denies eligibility for listing of a Training Provider’s program on the ETPL/LTPL, the provider will be automatically notified through NCWorks Online and/or whichever notification method the provider selected to receive their NCWorks communication upon registration. **Note:** WIOA Title I customers currently/actively enrolled in such a program will be allowed to complete the program.

**Appeals**

A provider choosing to appeal a decision must submit a formal written appeal to the Cape Fear WDB within 30 calendar days of the issuance of the denial notice. The appeal must include:

- a statement of the desire to appeal;
• specification of the program in question; and
• specifically, and in detail the grounds and the reasons upon which it is claimed that the
denial was erroneous.

Cape Fear WDB will not consider any repeal/reversal of the decision that is not set forth in the
formal, written appeal. Cape Fear WDB will determine whether a hearing for fact-finding is
necessary and will issue a decision not later than 30 calendar days from the date the appeal
request is received or either the date an in-person hearing is held by the Cape Fear WDB.

Programs that have been removed from or denied listing on the ETPL/LTPL may be reinstated
after one (1) year by applying through the initial application process, or two (2) years if removal
was due to willful submission of inaccurate information.

Training Provider Monitoring

Cape Fear WDB may schedule onsite training facilities visits to observe the learning
environment of WIOA Title I customers. Monitoring of the Training Provider’s performance,
programs, and training facilities ensures WIOA and Cape Fear WDB compliance and facilitates
the opportunity for Cape Fear WDB to build valuable working relationships with the training
providers as they work to meet the training demands of the Cape Fear WDB local area.

Continuous Improvement

Cape Fear WDB Staff will monitor the labor, industry, and economic climate of the region which
allows Cape Fear Staff to communicate the needs of both Employer and Jobseeker customers
to training providers so they are aware of what training is needed in the region.

Additional Compliance

All other aspects of the Workforce Innovation and Opportunity Act – Title I (WIOA) Eligible
Training Provider Guidelines issued by the N.C. Department of Commerce, Division of
Workforce Solutions shall remain in place as a compliment to the Cape Fear WDB Local Eligible
Training Provider policy.
Additional information about the Cape Fear Workforce Development Board can be found at www.capefearcog.org

Effective Date: August 14, 2019
Expiration: Indefinite
Contact: Brian Jackson, Cape Fear WDB Adult Programs Manager and One Stop Operations at b.jackson@capefearcog.org or 910.754.6120; or Lashauna Parker, Cape Fear WDB Youth Programs Manager at l.parker@capefearcog.org or 910.395.4553

Attachment:  
Attachment A - Cape Fear Workforce Development Board Eligible Training Provider Guide  
Attachment B - WIOA Certification Form for Out-of-State Providers  
Attachment C - Notification of policy and procedure changes for all Providers
Coates' Canons Blog: Daily Deposit Requirement

By Kara Millonzi

Article: https://canons.sog.unc.edu/daily-deposit-requirement/

This entry was posted on January 14, 2013 and is filed under Cash Management & Investments, Finance & Tax

UPDATE: Spring 2018. This blog has been updated to reflect 2017 legislative changes to G.S. 159-32.

It is summer camp registration time at Fun City’s parks and recreation department. Department staff members are processing hundreds of registrations each day. That also means that the department is receiving hundreds of dollars in daily cash, checks, and credit card payments. The parks and recreation department collects registration payments throughout the year, but the volume is exponentially greater during the two- to three-week period of summer camp registration. The department is located in a satellite building, about three miles from the city hall (which houses the city’s central administration and finance offices.) A parks and recreation staff member normally deposits any moneys collected into the city’s bank account around 4:00pm each day. During the summer camp registration period, however, it is very difficult to collect the moneys, account for them, and deposit them each day. The director wants to install a safe in her office and keep the moneys in the safe until the end of the registration blitz. That way staff can focus on processing the registrations and not worry about dealing with the moneys until after things calm down. The department also needs cash to make change. It will be much easier to keep the cash from registrations for this purpose than to make continued requests to the finance department. Finally, the department collects deposits for equipment rentals. It will be more efficient for the department to retain the deposited funds and simply return the check or cash when the equipment is returned.

Wanting to respond to recent customer service complaints, the manager supports the parks and recreation director’s idea. However, the city’s finance officer, Debbie Downer, has some concerns. She does not like the idea of all that money sitting in a safe in the parks and recreation department for several weeks. Although the director’s office is locked, the building is accessible at all hours of the day and night by the general public for various recreation activities. She also recalls some law that says that the department can have only $250 on hand at any one time. The manager asks the city attorney to weigh in on the following questions:

1. May the parks and recreation department keep registration moneys it collects (cash and checks) in a safe for several days or weeks? If so, is there any limit on the amount that the department has on hand at any one time?
2. May the department keep checks or cash that it receives as an equipment deposit in a safe and return the funds to the appropriate individual when the equipment is returned?
3. May the department use cash that it has collected to make change?

1. May the parks and recreation department keep registration moneys it collects (cash and checks) in a safe for several days or weeks? If so, is there any limit on the amount that the department has on hand at any one time?

Daily Deposit Requirement

The answer to the first question is probably not. The Local Government Budget and Fiscal Control Act, specifically G.S. 159-32, requires that all moneys “collected or received by an officer or employee of a local government or public authority” be deposited “with the finance officer or in an official depository” or shall be “submit to a properly licensed and recognized cash collection service” daily. (See this blog post for a discussion of official depositories.)

Units/Departments Subject to Daily Deposit Requirement

The requirement extends to collections of the tax collector, the utility department, the inspections department, the register of deeds, the sheriff’s office, the parks and recreation department, etc. It also applies to moneys collected by dependent agencies of a local unit, such as the health department, the board of elections, the county library, or a public bus system. If
an agency is part of a county or municipality for purposes of budget adoption and control, it and its officers and employees also are part of the county or municipality for purposes of the daily deposit requirement.

**Revenue Subject to Daily Deposit Requirement**

The statute makes no distinction amongst types of moneys collected or received by a local unit. It applies to taxes and fees, as well as moneys collected through fundraisers, donations, grants, loans, appropriations, gifts, and even certain vending machine sales. Sometimes local units collect monies on behalf of other governments, or on behalf of private entities or individuals. For example, some units collect funds for local non-profits along with water and sewer payments. Other units contract with private electric and gas companies to accept customer payments on behalf of the private companies. County prison officials typically collect and hold funds belonging to inmates. Many cities collect funds to maintain private cemetery plots within a municipal cemetery. A unit typically holds these funds in a fiduciary or agency capacity. They are not recognized as revenue in the unit’s budget. Nevertheless, the funds are subject to the daily deposit requirement because they are “collected or received” by the unit.

**Exemptions from Daily Deposit Requirement**

The statute does exempt certain collections: **G.S. 159-32** states that if another law provides for a different method of depositing moneys collected or received, the daily deposit requirement does not apply. Some statutes direct the distribution of proceeds received by a unit. For example, a sheriff must turn over the net proceeds of an execution sale to the clerk of superior court. Similarly, **G.S. 15-15** directs a law enforcement officer to disburse the net proceeds of a sale of confiscated, found, or abandoned property to “the treasurer of the county board of education of the county in which such sale is made . . . .” These statutory provisions do not provide for a different deposit method, though. It is therefore unlikely that they supersede the directive in **G.S. 159-32**.

**Timing of Daily Deposits**

Does the statute require that every dollar collected, whether at 9:00am or 4:59pm, be deposited the day it is collected? The answer is probably not. A reasonable interpretation of the law is that each department that collects or receives moneys must make at least one deposit each day. This may result in some funds being retained overnight (or possibly even over a weekend) in a safe or other secure area within a department.

**$500 Threshold**

Furthermore the statute allows a unit’s governing board to authorize a unit to make the deposit only when moneys on hand amount to $500 or more, although a deposit must always be made on the last business day of each month. Note that it is unclear whether the $500 limit applies to each individual who collects or receives monies, or whether it is intended as an aggregate limit for the whole unit. Each local government should consult with its attorney about how to interpret the provision.

2. **May the department keep checks or cash that it receives as an equipment deposit in a safe and return the funds to the appropriate individual when the equipment is returned?**

The answer, once again, is probably not. As discussed above, **G.S. 159-32** requires that all funds “collected or received” by a unit be deposited daily with the finance office or in an official depository. The appropriate procedure in this case is for Fun City to deposit the funds and then cut a refund check when the equipment is returned.

**Daily Deposit Requirement Applies to All Funds “Collected or Received” by Unit**

Some units have argued that moneys they hold “on deposit”—to secure utility payments, for room or equipment rentals, or to secure certain construction projects—are exempt from **G.S. 159-32** because the funds are not “received” by the local unit. The reach of **G.S. 159-32** is very broad, though. It applies not only to funds that are “received” by the unit in a legal sense but also to all funds “collected” by the unit.

**Certain Moneys not “Collected or Received” by Unit**
There is at least one circumstances in which a unit possesses monies that it has not “received” or “collected” for purposes of G.S. 159-32. G.S. 159-17.1 provides that “moneys received by a public authority . . . or unit of local government on account of operation of vending facilities shall be deposited, budgeted, appropriated, and expended” pursuant to the LGBFCA. The statute does not require that all proceeds from vending facilities on government property be received by that government. Rather, it simply requires that when such moneys are “received” by the government, they be deposited and otherwise handled pursuant to the LGBFCA. Therefore, if a unit permits others, whether a vending company or a group of employees, to place vending facilities on the unit’s property and to receive and retain the proceeds from those facilities, the moneys in question are not subject to the daily deposit requirement. If the unit collects and keeps the moneys, however, the funds must be deposited according to the law.

Another possible exception to this requirement is for deposits that are included in sealed bids for construction projects that have not yet been opened by a local unit. It may be reasonable to assume that the moneys have not been “received” or “collected” for purposes of G.S. 159-32 until the sealed bids are open. However, if the deposit check is not included in the sealed bid (for example, if the check is submitted separately), it is much harder to argue that the funds have not been “collected” by the unit. G.S. 159-32 likely requires that the deposit check be deposited.

3. May the department use cash that it has collected to make change?

The answer is probably yes. G.S. 159-28(d) prohibits a local unit from paying a “bill, invoice, salary, or other claim except by a check or draft on an official depository, a bank wire transfer from an official depository, or an electronic payment or an electronic funds transfer initiated by [the unit] . . . .” This provision effectively forbids a unit from maintaining a petty cash fund to make small dollar purchases. The provision likely does not apply when a unit simply is making change when accepting a cash payment.

Links

- www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_159/GS_159-32.html
- www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_15/GS_15-15.html
- www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_159/GS_159-17.1.html
- www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_159/GS_159-28.html
1. Go to NCWorks.gov
2. Select Register
3. Choose Option 3 and scroll to PROVIDER and select

Policy Date: July 1, 2019
Training Provider Registration (Continued)

**Login Information**
- **User Name:**
- **Password:**
- **Confirmd Password:**
- **Security Question:**
- **Security Question Response:**

**Federal Employer ID**
- **Federal Employer ID No. or Social Security Number:**
  - **Type of Identification:**
    - Social Security Number
    - Federal Employer Identification Number

**Institution Identification**
- **Institution Name:**
- **Institution Code/RPAP (if you are a current provider):**
- **Institution Type:**
- **Institution Ownership:**

**Institution Primary Location**
- **Address 1:**
- **Address 2:**
- **City:**
- **State:**
- **Zip:**

Going forward, you will need this information every time you log into NCWorks, so make note of what you originally enter.

Please enter FEIN associated with your training institution and select appropriate identifier.

Please enter the full institution name as it relates to your FEIN and other public marketing materials, and the address of the physical location training will be provided.
Technically, you only need to complete the info that has a (*) beside it, however, it's recommended that you complete ALL the requested fills, if applicable. The more complete your profile, the better chance a fully informed decision can be made upon review.

Training Provider Registration (Continued)

**Contact Information**

- **Title:**
- **First name:**
- **Middle Initial:**
- **Last Name** - (include suffix e.g. Jr, Sr, PhD, etc):
- **Contact Phone Number:**
  - Cell Phone
  - Contact Fax Phone Number
- **Email Address:**
- **Preferred Notification Method**
- **Institution URL:**

**IMPORTANT:** Please enter the contact information of the lead person that can be contacted in the event an issue arises. There will be an opportunity to enter additional contacts for those using NCWorks day-to-day.

**NOTE:** internal message means correspondence will happen within the NCWorks message center.

Please select the option you will monitor the most.
## Training Provider Registration (Continued)

### Provider Information

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<th>Value</th>
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<td></td>
</tr>
</tbody>
</table>

**Note:** By entering the Zip Code first, the system will automatically populate the City and State fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>Concord</td>
</tr>
<tr>
<td>State</td>
<td>North Carolina</td>
</tr>
<tr>
<td>Zip</td>
<td>28033</td>
</tr>
<tr>
<td>URL</td>
<td>Enter URL e.g., [<a href="http://www.companysite.com">http://www.companysite.com</a>]</td>
</tr>
<tr>
<td>Type of Business</td>
<td>None Selected</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>This provider is an accredited postsecondary</td>
<td>Yes, No</td>
</tr>
<tr>
<td>education institution</td>
<td></td>
</tr>
<tr>
<td>State Use 1</td>
<td></td>
</tr>
<tr>
<td>State Use 2</td>
<td></td>
</tr>
<tr>
<td>State Use 3</td>
<td></td>
</tr>
<tr>
<td>State Use 4</td>
<td></td>
</tr>
<tr>
<td>State Use 5</td>
<td></td>
</tr>
</tbody>
</table>
Training Provider Registration (Continued)

NOTE: If they differ, enter respective addresses for each.
You have successfully registered your institution in NCWorks!
Before a Training Provider is Granted Access to Enter Training Programs

After completing the initial registration for your institution, you will have limited access to the NCWorks Provider Services page. While you wait for your information to be reviewed and approved, you may update your locations and contact information by choosing Manage Provider Profile.
Once your institution registration is reviewed and approved, you will be able to log into NCWorks Online using the credentials you created in (Step 3) and see Manage Institution Programs to enter details about programs your institution offers.

**After** Training Provider is Granted Access to Start Entering Training Programs for Consideration
Note: For established training providers, you may have programs already entered into NCWorks. If you want to edit programs that are already in NCWorks for your institution, just click on the respective program and edit accordingly.
There is now a progress module for program entry.
General Information Module Continued

CIP Code is required for each program. There is a search feature to assist with this.

The description will auto-populate based upon the CIP Code selected for this program.

NOTE: the auto-description can be erased and you can enter your own description.
Confirm that CAPE FEAR WORKFORCE DEVELOPMENT BOARD is selected
Apprenticeship Module

If NO is selected you will proceed to the next module.
If YES is selected, an additional screen will populate to gather the program details before progressing to the next module.
Although each field is not required, please complete this full section, if applicable.

If the program does not have a specific marketing website, you may enter the institution’s website address.
Additional Details Module

Drug/Alcohol Screening Required:  
- Yes  
- No

Describe any equipment used in this program and its adequacy and availability in 500 characters or less:

Grievance Procedure
(1000 characters max.):

Grievance Procedure URL
(Example: http://site.com):

Refund Policy
(800 characters max.):

Refund Policy URL
(Example: http://site.com):

State Use 1:

State Use 2:

State Use 3:

State Use 4:

State Use 5:

You may choose to link to your institutional policy page OR Enter the information manually.
Related Occupations Module

You must select at least one occupation. You can select more than one.

IMPORTANT: If the occupation(s) selected are not registered in NCWorks as a “bright outlook” occupation, you must enter a note providing evidence that it is in demand. NOTE: Please site your sources.

Occupational Skills Module

You must select at least one occupation. You can select more than one.

IMPORTANT: If the occupation(s) selected are not registered in NCWorks as a “bright outlook” occupation, you must enter a note providing evidence that it is in demand. NOTE: Please site your sources.
While multiple skills can be selected, you must select at least one skill that will be gained from completing this program. Use the dropdown menu to select the appropriate category.
Scheduling Module

Course Times
- Class Time: [ ] Hours
- Lab Time: [ ] Hours
- Other Time: [ ] Hours
- Class Frequency: [ ] None Selected

Reporting Information
- Reporting Program Length: [ ] Hours
- Clock/Contact Hours:
- Reporting Program Length: [ ] Weeks
- Full-time Weeks:
- Reporting Program Format: [ ] None Selected

Mode of Delivery
- Mode of Delivery: [ ] Classroom
- [ ] Broadcast
- [ ] Internet
- [ ] Computer Based Instruction
- [ ] Correspondence
Duration Module

Select ADD DURATION to identify the length of time to complete the program.

Remember to click SAVE before proceeding.
If you have completed the locations tab in your PROFILE section, location choices should be pre-populated.

Use the check box to select locations.

**NOTE:** The selection of at least one location is required.
External Approvals Module

Community College ID: [If applicable]

Cost Details Module

No records found

No records found

The privilege to add line items cannot be applied to Provider Users.
Click **ADD COST STRUCTURES** to open a page to enter costs associated with the program. If you have previously added cost information it will appear here and you may select to edit the information.

### Service Cost Information

Please ensure that the amounts entered are the costs for 5 Semesters/Terms

Note: $0.00 is permitted for cost fields in the Self Service Education Services cost details screen.

<table>
<thead>
<tr>
<th>Cost Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total CRS Training Costs</td>
<td>$7,050.00</td>
</tr>
<tr>
<td>Tuition/Fee</td>
<td>$5,375.00</td>
</tr>
<tr>
<td>Books</td>
<td>$1,275.00</td>
</tr>
<tr>
<td>Tools</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other Costs</td>
<td>$400.00</td>
</tr>
</tbody>
</table>

**Comments:** Must detail what the "other costs" are, i.e. $400 placement exam, etc.

### Total Amount

* Total Amount: $7,050.00

Comments about costs must be added. If there are “other costs” listed, please list what those costs are for in this section.
Based on requirements set forth by the US Department of Labor (USDOL), all training providers are required to collect and report performance data for re-certification of their programs. USDOL has stated that training providers must report performance data on all enrollees, not just the Workforce Innovation and Opportunity Act (WIOA) Title I enrollees. However, North Carolina has requested and received a waiver for Program Years 2018 and 2019. This waiver allows training providers to only report on the

Provider could list the best way to contact them if there are questions about the program.
WIOA enrollees. However, at this time, it is not known if this waiver will be granted in the future or if USDOL will change its requirements. Therefore, all training providers must be aware that in Program Year 2020, which begins 7/1/2020, performance data for all enrollees may be required to be reported by all providers.

**Program Performance Module**

Select the performance year for the data you are entering and click ADD PERFORMANCE YEAR to access the screen to enter data.
Program Performance Module

NOTE: The more complete your profile, the better chance a fully informed decision can be made upon review.
Confirmation Module

**Edu. Program Application Confirmation**

Providers requesting approval or re-approval of a training program must agree to the statement below:

**I am posting on the website and am currently listed in my catalog/brochure. The programs offered are available to the general public on a tuition basis.**

I agree to complete the information required on the website at the time of my approval request. This includes the completion information of all students registered in the program for the last and current Program Year.

- Yes, I agree to the above statement. Please submit this educational program for WIOA Approval.
- No, do not submit this educational program for WIOA Approval at this time.

Submit changes for Review and Approval.

Review the program application statement and formally submit the program to be considered for WIOA Title I training funding eligibility.
You will need to repeat the above steps for each program you wish to be reviewed for WIOA eligibility.
When Program is *(Generally)* Approved

**Note:** “*Generally Approved*” also known as Initial or State approval means it meets the basic criteria to be approved for the **State** Eligible Training Provider List (SETPL) making it available to local areas to select for their **Local** Workforce Development Board (LWDB).

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If you have questions about this guide and/or its content, please contact:

Brian Jackson, Cape Fear WDB Adult Programs Manager and One Stop Operations at **bjackson@capefearcog.org** | 910.754.6120 x207; or Lashauna Parker, Cape Fear WDB Youth Programs Manager at **lparker@capefearcog.org** | 910.395.4553
WIOA Certification Form for Out-of-State Training Providers

One of the requirements for inclusion on the Eligible Training Provider List for Occupational Skills Training for Out-of-State providers is verification of qualifications from authorized officials of the provider’s home state. This form must be signed by one of the authorized representatives in the provider’s home state who is responsible for coordinating and managing the provider’s home state WIOA Eligible Training Provider List. This signed form must be submitted to the Local Area Workforce Development Board in which the training participant resides and from which the provider is seeking approval to be a Board Certified Training Provider (BCTP).

Out-of-State training providers are only considered at a jobseeker’s request.

__________________________________________________________ (Name of Training Provider)

Located in the state of _________________________ and does meet all of the following qualifications.

Please initial or write “yes” in the blank space next to each statement.

___________ Is approved by the higher education authority in the training provider’s home state
___________ Is on the training provider’s home state’s WIOA training provider list
___________ Provides verifiable WIOA performance data to the training provider’s home state
___________ Publishes verifiable consumer data available to the general public, which includes performance data for WIOA students in the program

Please submit verification of the training provider’s home state approval and standing on the home state’s WIOA ETPL.

_____________________________________________________________________________
(Home State Authorized Official printed Name and Title)

_____________________________________________________________________________
(Home State Authorized Official Signature) (Date)

_____________________________________________________________________________
_____________________________________________________________________________
(Home State Agency Name and Address)

_____________________________________________________________________________
(Home State Agency Telephone Number)

Training Provider Authorized Signature: ____________________________________________

Training Provider Signatory Title: ________________________________________________

Training Provider Address: _____________________________________________________

Training Provider Telephone Number: _____________________________________________