

March 10, 2003  
Northeast Region Issuance #02-02

To: All Program Operators

From: Sharon Hays, Executive Director

Subject: Competitive and Non-Competitive Procedures for Providing Occupational Skill Training to Eligible WIA Title I Youth under Section 129 of the Workforce Investment Act of 1998.

1. Purpose: To provide guidance to local WIA Title I Youth Sub-Contractors on procedures for competitive procurement of occupational skill training activities under Title I, Subtitle B, WIA of 1998.
2. Substance: Section 123 (29 U.S.C. 2843) of WIA requires the identification of eligible youth service providers by awarding grants and contracts on a competitive basis for youth activities and services. Questions regarding the administrative procurement procedures needed to select occupational skill training providers who can best serve local youth needs competitively have been posed. To answer these questions a work team composed of local WIA youth program operators, representatives from the Department of Elementary and Secondary Education (DESE) and the Division of Workforce Development met to develop the following guidance.

Procurement Process: The local area (WIB) will place a public notice in the local newspaper and send a letter to all the occupational skill training providers in the area, as well as WIA eligible and non-eligible providers. The public notice and letter should state that funds are available to serve youth in occupational skill training, and if they want the opportunity to serve WIA youth in occupational skill training, they must be on the WIA Eligible Training Provider List. In order to become eligible, the provider must meet the Training Provider Certification requirements listed on the Internet web site at <http://www.works.state.mo.us/mech> or by contacting DESE, Employment and Training Section at (573) 751-7563. This portion of the procurement process applies to the local WIB and has already been completed.

Competitive Process: When the local area case manager (WIA Title I Youth Sub-Contractor) has determined that occupational skill training is appropriate for an individual youth based on the objective assessment, the case manager and the individual youth should determine which type of occupational skill training program is most appropriate. At that time, the case manager will competitively assess the training option available by using the information on the WIA Eligible

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Training Provider list. The competitive assessment shall consist of reviewing and evaluating costs of the training, location of training, distance the youth will be required to travel in order to attend, performance of the training provider, and other pertinent information of the program to determine the best option for sending the youth to occupational skill training.

The competitive procurement process shall be documented using the attached "Competitive Assessment of Occupational Skill Training for WIA Youth Program" form and a copy maintained in the participants file. It may be necessary to use more than one Competitive Assessment form per procurement. The case manager should consider and evaluate all eligible training providers within the local commuting distance of the youth, and complete the Competitive Assessment form accordingly. In order for a procurement to be competitive, a minimum of two training providers must be selected for comparison. The case manager should use this form to show which training provider was selected and document why the training provider was chosen by including it in the justification section of this form.

The cost of occupational skill training for WIA eligible youth participants may be paid to a training provider (such as a community college or vocational school) that has been competitively selected to provide training for eligible youth who receive individual referrals or through agreements with DESE.

3. Action: This issuance becomes effective January 1, 2003, and applies to those youth enrolled into Occupational Skill Training on or after January 1, 2003. Title I Youth Sub-Contractors should share this issuance with all appropriate youth staff.
4. Contact: If you have any questions regarding this issuance, please contact me or Linda Studer at (660) 327-5125.
5. Reference: Workforce Investment Act of 1998 (Public Law 105-220) August 7, 1998. WIA Regulations, 20 CFR Part 652 et seq. and WIA Regulations 20 CFR part 664.

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Sharon Hays  
Executive Director