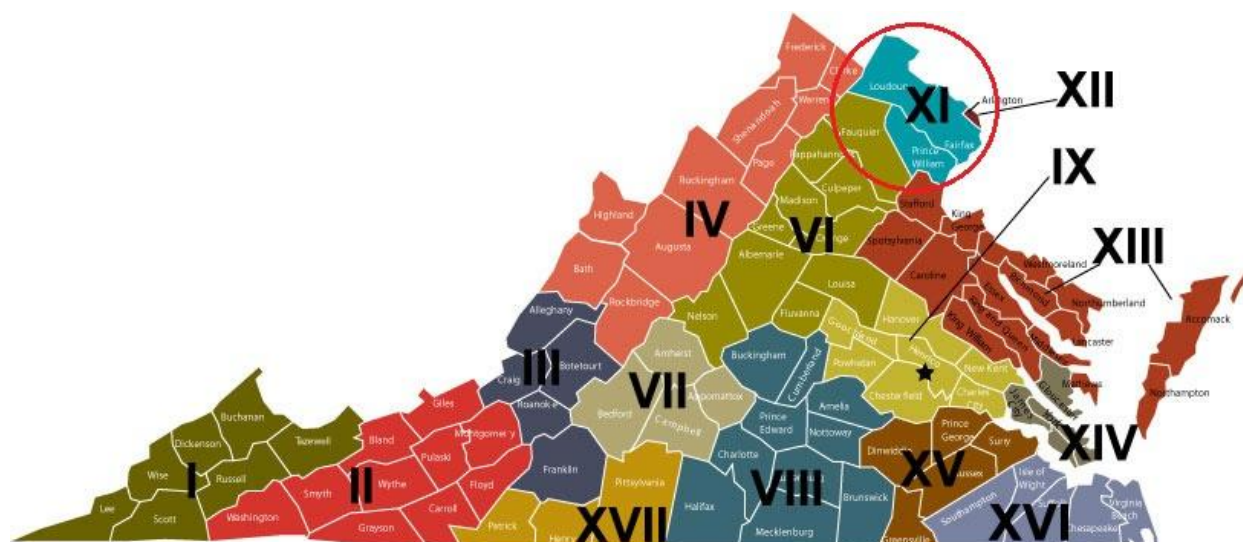


How does the **Workforce Investment Act** system work in the Northern Virginia area?

The Workforce Investment Act (WIA) is a Federal program sponsored by the Department of Labor that offers an integrated and comprehensive range of services consisting of workforce development activities benefiting job seekers—adults, dislocated workers, youth, incumbent workers, new entrants to the workforce, veterans, individuals with disabilities—and employers. WIA's objective is to meet employers' needs by increasing employment, job retention, earnings, and occupational skills among all job seeker populations.

The Virginia Community College System (VCCS) oversees the WIA program in the Commonwealth of Virginia. There are 15 workforce areas in the Commonwealth.

The Northern Virginia area is designated as Area #11 (XI) which is represented by the the **Northern Virginia Workforce Investment Board (NVWIB)**. Area XI covers the counties of Fairfax, Loudoun and Prince William, as well as the cities of Falls Church, Fairfax, Manassas and Manassas Park.



The **SkillSource** Group, Inc. is the non-profit fiscal agent of the NVWIB. **SkillSource** is headquartered in the administrative office in Vienna, Virginia. **SkillSource** manages six (6) One-Stop Employment Centers in Alexandria, Annandale, Leesburg, Manassas, Reston, and Woodbridge. **SkillSource** contracts with the **Fairfax County Department of Family Services (DFS)** to operate these **SkillSource** One-Stop Centers.

Potential WIA customers must visit our One-Stop Centers to determine eligibility. Once a client is determined to be eligible to receive WIA benefits, he or she along with his or her case manager work together to decide the next best steps to gain employment; this may or may not include training. The eligibility process must take place before any potential WIA customer enters into a contract with an Eligible Training Provider (ETP).

What is the ETP's role?

The main role of an ETP is to provide the skills necessary for a WIA customer to obtain meaningful employment in their desired career field. An ETP program of training services leads to a certificate, an associate degree, a baccalaureate degree or the skills or competencies needed for a specific job or generally for many types of jobs. An ideal training program will result in a recognized certification within a short time period.

Quick Quiz:

1. What is the non-profit entity of the Northern Virginia Workforce Investment Board (NVWIB)?
 - a) Fairfax County Department of Family Services (DFS)
 - b) The **SkillSource** Group, Inc.
 - c) Virginia Community College System

A: b) The **SkillSource** Group, Inc. It is the non-profit fiscal agent for the NVWIB.

2. True or False? Customers who need help covering training costs can enter your program before speaking to a case manager at a **SkillSource** One-Stop Center.

A: False. A potential customer who may be eligible to receive WIA training funds cannot enter into any written contract with an ETP until he/she is determined to be eligible for WIA benefits and the ETP has received a Letter of Authorization for the client from Fairfax County DFS.

There are five main steps to the process of becoming an Eligible Training Provider:

1. Submitting an application – The application for ETPs is located on our website at: http://myskillsource.org/home/jobseekers_training.shtml. The application can be downloaded as a Microsoft Word or PDF file to your computer. There is a section for:

- General Information, including but not limited to:
 - ETP Name
 - Address
 - Federal Tax ID Number
 - Contact Person
 - Accrediting, Certifying, or Licensing Agency
 - Examples: State Council of Higher Education for Virginia (SCHEV), Virginia Department of Professional and Occupational Regulation (DPOR), Virginia Board of Nursing
 - Business license, etc.
- Program Description - details the particular program. If you intend to have more than one specific program approved, then you must fill out the Program Description *for each program* for which you wish to apply.

- Training Program Name
- Location
- Duration
- Curriculum
- References
- Performance Measures
- Program Cost

If there is a question that does not apply to you, please do not leave blank or respond with solely “not applicable” in the box. Please explain further why the section does not apply with your organization. If there is a section you do not understand or you have other questions, the **WIA Training Provider Coordinator (TPC)** is available to assist.

Timeline: Within one week of receiving the application – The TPC will send an email receipt of the application. If the training provider does not have confirmation of receipt after one week of submission, please call 703-752-1606 and ask to speak to the TPC.

2. Review – After receipt confirmation, the TPC will review the application. The TPC will contact you with any questions or comments, follow up with the references listed in the application, and also inform the applicant of information needed in order to fully prepare their application.

Timeline: Varies. Average review time is four (4) to six (6) weeks, but may vary depending on particular circumstances for each application.

3. Site Visit – Once the application has been fully reviewed, the TPC will setup a site visit at the training facility. The site visit is typically a one-hour meeting at the training provider’s location with the TPC and at least one other **SkillSource** employee. The site visit is to ensure that there are no discrepancies between the application and the face-to-face meeting at the training location as well as for the **SkillSource** Group to explain the WIA program and procedures. The TPC will send materials to the potential training provider prior to the site-visit in order for the training provider to review beforehand. If a site visit is not possible (due to location or other reasons) then other arrangements will be made.

Timeline: Varies – Dependent on the time the training provider submits the application, how much the TPC needs to review, and the schedules for the TPC and the training provider. Site visits will be after the initial review process, so **at least four (4) to six (6) weeks past time of submission**.

4. Quality Assurance Committee – If there are no problems with the site-visit then the Training Provider Coordinator is ready to present the training provider applications to the Quality Assurance (QA) Committee of the NVWIB. The QA Committee meets quarterly, or about every three months. The QA Committee will discuss the new programs with the TPC and then decide whether or not to approve them.

Timeline: Quarterly. *Important* Only applications received six (6) weeks or earlier than the NVWIB Quality Assurance Committee meeting will be considered for the most current round. In order to thoroughly review the application and all related materials, any applications received after the six-week deadline **will not** be considered for the most currently scheduled meeting. Applications submitted past the deadline will be reviewed for the following QA Committee meeting.

To find out the dates for upcoming QA meetings, please visit http://myskillsource.org/home/nvwib_schedule.shtml or contact the Training Provider Coordinator.

5. Approval Notice - If approved, the training providers are notified via mail, the new programs are listed on our Northern Virginia Eligible Training Provider List online on the **SkillSource** website and in the One-Stop centers, and the TPC enters in the program information on the statewide Virginia Workforce Connection database. Being on the state database allows any WIA client in the Commonwealth of Virginia to be able to choose a program on our local list.

Timeline: No later than one week by mail/two days by email after approval with the QA Committee. The updated NVWIB Eligible Training Provider List should be online the same week of the QA Committee Meeting. The state database should be up to date no later than 30 days after approval.