



MEMORANDUM OF UNDERSTANDING

This agreement is made and entered into by and between Delaware's Workforce Investment Board, hereinafter referred to as the (DWIB) and the Training Provider known as _____, hereinafter referred to as the (Provider): and

WHEREAS: the United States Congress has established the Workforce Investment Act (WIA) and requires the Workforce Investment Board to provide policy guidance and oversight with respect to Workforce Investment activities that includes identification of eligible training providers, who may receive payment of Individual Training Account federal funds, and meet initial as well as subsequent requirements (WIA Section 122 (a,b,c,d)).

NOW, THEREFORE, BE IT RESOLVED that the following agreement between the Delaware Workforce Investment Board and the above mentioned training provider shall, when signed, constitute a proper and valid agreement between the two parties for the purposes of determining minimum renewal requirements and required performance data.

Responsibilities of the Delaware Workforce Investment Board

The Delaware Workforce Investment Board will:

1. Provide information regarding the types of training programs that are needed to meet market demand through the Office of Labor Market Information, Delaware Department of Labor;
2. Provide Core and Intensive services through the One-Stop Career Centers, located at the Division of Employment and Training, Department of Labor sites throughout the state;
3. Provide informed customer choice through the reporting system that is maintained by the Office of Labor Market Information, Delaware Department of Labor with guidance from the Case Managers of the Division of Employment and Training, Delaware Department of Labor;
4. Provide written documentation of approved Individual Training Accounts;
5. Provide payment for the approved Individual Training Account when submitted to a currently eligible training provider.
6. Reserve the right to visit the provider (unannounced) to monitor programs to ensure compliance with DWIB criteria.

Responsibilities of the Training Provider

The above mentioned Training Provider will:

1. Maintain a Delaware Department of Education approval as indicated in Title 14, Chapter 85 of Delaware Code. Providers who do not meet this requirement because they are specifically excluded from Title 14, Chapter 85, Section 8529 may appeal to DWIB.
2. Offer programs that are currently available in our course catalog, are in use by the general public on a tuition basis and available to the DWIB at the same tuition, or lower than, the tuition available through our course catalog.
3. Provide the Social Security numbers for all participants in the approved training programs as part of the annual renewal process. Title IV eligible institutions will provide the Social Security numbers for all participants in their approved degree programs as they do for Pell Grant and Stafford Loan recipients as provided under the federal W.I.A. statute, section 122 (d)(3)(B). [This policy will continue to reflect the minimum requirements defined in the federal WIA statute, and will be amended as necessary to reflect any changes that may occur as a result of WIA Reauthorization legislation.] (Waived for 2009 renewal)
4. Providers will submit invoices for payment within 90 days after the course add/drop date.
5. Provide the number of enrollees in the approved training programs, as well as the number who have successfully completed, during the most recent program year, as well as **all** performance outcomes including average wage, placement & completion rates.

6. Provide the renewal data no later than June 19th for all programs that are subject to renewal the following July. (Example June 19, 2008 for programs that will renew July 1, 2008). We understand that programs which do not have their renewal data submitted during this time period will be ineligible for funding on or after the July 1st renewal date. Programs approved 1/1 – 12/31 of any calendar year will be required to submit renewal data for the next July 1. (Example: Programs approved 1/1/08 – 6/30/08 will be up for renewal 7/1/09; Programs originally approved 7/1/08 – 12/31/08 will be up for renewal 7/1/09. Tuition prices can only be updated during the renewal period.

As this agreement indicates that an agreement exists between the Provider and the DWIB, any disagreements between the parties affecting this agreement shall be resolved by mutually satisfactory negotiations. In cases where accord cannot be reached, either party may cancel the agreement with 60 days written notice. This agreement shall be in effect until it is replaced by mutual agreement of both parties or cancelled by either party.

We, the undersigned, an authorized representative of _____, (Training Provider) and the Executive Director of Delaware's Workforce Investment Board, enter into this agreement on the ____ day of _____, _____.

(Signature)

(Signature)

(Printed Name)

(Printed Name)

(Name of Training Provider)

Delaware Workforce Investment Board (DWIB)

Provider's Phone Number

DWIB Phone Number