

OCCUPATIONAL SKILLS TRAINING PROVIDER AGREEMENT

PARTIES TO AGREEMENT

Workforce Board of the Treasure Coast, Inc. d/b/a
CareerSource Research Coast
584 NW University Blvd., Suite 100
Port St. Lucie, FL 34986

Name of Provider/Institution: _____

Address: _____

Telephone: _____ Contact Person: _____

This agreement is between _____, the Vendor, and CareerSource Research Coast (CSRC). The Vendor is a Private Public post-secondary institution, Registered Apprenticeship, Other Public/Private training vendor, offering occupational skills training to the general public. One of CSRC's roles is to solicit occupational skills training, approve training programs and providers, and issue information on the approved training programs and providers to the general public as a tool for making informed choices when selecting job training. Note: All training institutions must be Accredited Educational Providers or licensed with the Commission for Education (CIE).

CSRC receives funding through the Workforce Innovation & Opportunity Act (WIOA), Trade Adjustment Assistance Program (TAA) and Temporary Assistance for Needy Families (TANF) legislation, and amendments to these acts, to purchase training and support services for individuals who qualify for and need occupational skills training to be employable or upgrade skills to become self-sufficient. These individuals must be residents of Local Workforce Development Area (LWDA) 20, Martin, St. Lucie and Indian River Counties. Any exceptions to this residency requirement must be approved in accordance with the CSRC Individual Training Account Policy.

BOTH PARTIES AGREE THAT:

1. For Initial or First-Year Training Providers, this agreement will be effective on the latest date of signature and will end on _____.

Pursuant to the First-Year Agreement period, providers must re-apply by completing a Continued Eligibility Application which should be prepared and submitted to CSRC ninety (90) days before the agreement ends. Training providers must meet minimum levels of performance, as outlined in this agreement.

2. For Continued Training Providers, this agreement will be effective on the latest date of signature and will end on _____. Renewal of this agreement will be re-determined on a biennial basis according to updated cost of program information and to re-determine eligibility based on performance.
3. Information regarding individuals referred by CSRC Career Centers will be shared, as necessary, to benefit the individual.
4. Individuals referred to training must meet the Provider's admission requirements and be selected for enrollment under the Provider's normal screening and selection process.
5. Because this is customer choice, as funding permits, and based on suitability/eligibility for the designated programs of study, no minimum or maximum number of referrals to training providers is guaranteed or provided.
6. In order to receive a referral for training, individuals must be able to document their ability to meet their basic monthly financial obligations as part of the eligibility/suitability determination process.
7. Individuals referred for training must apply for all forms of financial aid, including PELL, as applicable, before enrolling in training. Individuals who are determined suitable and eligible must apply annually (or as required by the funding source) for continued financial assistance and provide timely documentation to CSRC. **Individuals deemed eligible for PELL Grant funding must apply those funds toward tuition, fees and books prior to the utilization of WIOA funding.**

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8. Tuition, books, and fees will be paid according to the Provider's published fees, as reflected on the ETPL during the solicitation or review process, unless proper notification of a change is issued and approved. Note: Payment(s) will not be made for training participants who are allowed to change training programs without documented prior approval of the Vice President of Operations or their designee.
9. All notices under this Agreement shall be given in writing and delivered by mail, or e-mail. Notices shall be deemed given upon mailing and receipt by the other party.
10. Both parties will abide by the terms and conditions contained in this Agreement, procedures and other attachments to this Agreement.
11. This Agreement and the provisions contained herein shall be construed, controlled and interpreted according to the laws of the State of Florida.

AS PARTY TO THIS AGREEMENT, CAREERSOURCE RESEARCH COAST, AND ITS DESIGNEE(S), AGREE TO:

1. Supply the Vendor with copies of the occupations in demand, Board policies, laws and regulations, as requested.
2. Ensure that the Provider receives payment for authorized tuition, books and fees within 45 days of receipt of an acceptable and verified invoice. Invoices submitted with incorrect information, without required documentation, or incomplete will be returned.
3. Refer qualified individuals for enrollment only in approved training programs for which there is a demand and documented available jobs as listed on the LTOL.
4. Provide the individual with an Individual Training Account (ITA) according to the maximum investment tiers indicated on CSRC's Eligible Training Provider List.

***NOTE: The maximum investment does not automatically guarantee the full amount will be paid for each participant. The WIOA federal law requires coordination of funding.**

5. Ensure that qualified individuals are referred with a completed Training Voucher.
6. Track the training vouchers issued to each individual to ensure that training vouchers do not exceed allowances.
7. Provide technical assistance and guidance regarding Workforce Innovation & Opportunity Act, Trade Adjustment Act, and Welfare Transition rules and regulations.
8. Share information regarding individuals referred, as necessary, to ensure ongoing services and retention in training.

AS PARTY TO THIS AGREEMENT, THE PROVIDER AGREES TO:

1. Enroll individuals referred by the CSRC Career Centers in only courses, or programs of study, indicated on the Training Voucher.
2. Deliver the training in accordance with the curricula submitted in the Training Provider Application, at the cost identified and approved by CSRC.
3. Notify CSRC of any changes in the approved training or cost (tuition, books, fees, etc.) within ten working days or prior to the enrollment of any individual referred by CSRC, whichever is sooner.

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4. Accept CSRC Voucher and submit invoice to CSRC for the tuition, books, and fees at the established/published rates submitted to CSRC as part of the Provider's initial application or continued eligibility. These Vouchers will be issued in increments, not to exceed one semester, or similar training cycle.
5. Regularly submit invoices to CSRC for the amount of tuition, books, and fees used and to notify CSRC if payment is not received timely. **The individual must be enrolled in and receiving approved training before the invoice is considered valid.** All applicable drop and add periods will apply. The invoice must contain the student's name, student identification number, training program of study and funding source (WIOA Adult, WIOA Dislocated Worker, TAA, WTP, etc.) and be supported by a copy of the approved Voucher and any additional receipts or payment requests. By submitting the invoice, the Provider is certifying that, to the best of its knowledge, the cost of tuition is for only those required courses for the training program of study authorized on the Voucher.
6. Charge CSRC, not the individual referred, for all tuition, books, and fees specified in the ETPL, and authorized by the Voucher. The Provider may directly bill the individual for unauthorized costs voluntarily incurred by the individual, or for courses not covered by the Voucher that the individual enrolls in. CSRC accepts no liability for unauthorized costs not contained on the official training voucher form. Any changes/modifications to any items listed on the issued Voucher must be approved by CSRC. The Provider understands that CSRC has a minimum of 30 days in order to process an accurately documented invoice. If the Provider does not provide an invoice with all supporting documentation, the invoice will be returned. The Provider agrees to contact CSRC after 30 days has lapsed regarding any outstanding payment.
7. The Training Provider shall notify the appropriate CSRC representative within 5 – 10 days of individual termination/drop from the training program. In such an instance, information concerning individual employment, medical issues, etc., if known, should be provided.
8. **Refund tuition and fees paid by CareerSource Research Coast for individuals who enroll in and begin training, but drop out of courses, in accordance to the Training Provider's drop/add period refund policies.** Refunds for costs already reimbursed under this Agreement, must be paid directly to CSRC.
9. Provide the CSRC funded student a transcript or other record of completion or accomplishment on the same basis as these records are provided all students enrolled with Provider. Vouchers will not be issued for subsequent training cycles without a transcript or progress report for the previously completed cycles.
10. Refer individuals back to CSRC if the individual or the Provider is unable to continue the training specified in the Voucher.
11. Ensure that all referrals apply for financial aid, especially the Pell, as applicable, coordinate financial assistance with CSRC, and help ensure that funds provided by CSRC are in addition to funds otherwise available in the area. It is the Provider's responsibility to prevent misapplication of funds when other funds could have been used for the same purpose. **Note: Workforce Innovation & Opportunity Act (WIOA) Adult and Dislocated Worker funds must be applied toward the cost of tuition, books, and fees AFTER any Pell assistance is applied to those costs.**
12. Understand that individuals referred to CSRC by the Provider must qualify for assistance under applicable state and federal guidelines, and that they will be provided career counseling and employment planning that may result in a different path for the individuals. They may not be referred back to the Provider for enrollment.
13. Reporting to FETPIP is a requirement of this agreement. The Training Provider shall understand that subsequent eligibility will be based, in part, on data reflecting favorable outcomes as verified by FETPIP.

As a requirement to maintaining subsequent eligibility, the Training Provider is responsible for providing FETPIP with the information required. Failure to report in a timely manner is cause for immediate termination of this agreement.

In addition to FETPIP reporting requirements, the Training Provider must report additional data and outcomes.

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At a minimum, the Training Provider must report the following information for each program of study:

- Total number of individuals enrolled in the program of study
- Total number of WIOA participants enrolled in the program of study
- Total number of individuals completing the program
- Total number of WIOA participants completing the program
- Total number of individuals who dropped out or withdrew from the program of study
- Total number of WIOA participants who dropped out or withdrew from the program of study
- Total number of individuals still enrolled in the program of study
- Total number of WIOA participants still in the program of study
- Total number of individuals awarded a recognized industry or post-secondary credential
- Total number of WIOA participants awarded a recognized industry or post-secondary credential
- Total number of individuals employed after completing the program of study
- Total number of WIOA participants employed after completing the program of study
- Average wage rates of individuals employed after completing the program of study
- Average wage rates of WIOA participants employed after completing the program of study
- Information on the program costs of each program of study (including all costs related to the program, such as tuition, books, lab fees, supplies, application fees, exam fees, test fees, etc.)
- Information on the industry recognized credential, including post-secondary credential, received upon completion, and whether or not the credential is stackable with other credentials as a career ladder/pathway sequence.

14. Not contract, assign or transfer any rights or responsibilities covered by this Agreement, or any portion thereof, without prior written approval by CSRC.
15. Make available all books, documents, papers, and records (including computer records) directly related to this Agreement for examination, audit, or the making of excerpts or copies of such records, at any time during normal business hours and as often as CSRC, Department of Economic Opportunity or their contracted agencies, CareerSource Florida, the United States Department of Labor, Comptroller General of the United States, or their designated representatives may deem necessary. This provision also includes timely and reasonable access to the Vendor's personnel for interviews and discussions related to these documents and reviews.
16. Understand all training funded by WIOA is limited to 12 months (consecutively) in duration. Note: In case of documented medical issues, CSRC will consider extending the length of training completion on an individualized basis.
17. CSRC has included minimum performance levels for the ETPL and those levels must be maintained on a program year basis in order to remain on the local ETPL. These levels are as follows:
 - a) 85% of WIOA participants enrolled will complete the designated training program of study.
 - b) 90% of WIOA participants who completed the program training of study will gain employment.
 - c) 75% of WIOA participants who completed training will earn an industry recognized credential or degree.
18. Comply with the requirements of the Workforce Innovation & Opportunity Act, the Trade Adjustment Assistance Program and all rules and regulations pertaining to the Act, and Title IV of the Civil Rights Act, as well as state and local laws that make it unlawful to discriminate on the basis of sex, race, national origin, religion, age, disability, or political affiliation.

For each WIOA participant identified, the training provider must furnish a report on a semester or term basis that contains the following information:

- Confirmation of continued enrollment in approved program of study
- Confirmation of program completion
- Documentation of grades

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The data is compiled and matched against the State of Florida Unemployment Insurance wage records when available, Department of Revenue New Hire Reports or Employ Florida, documentation found in the job seeker's career center file, or onsite at the training provider.

CSRC staff reviews training performance data to ensure continuous improvement and that only quality programs of study remain on the list of approved eligible training providers. The determination of subsequent eligibility is based upon reliable and verifiable performance information. As a result, data validation of the performance levels reported by the Provider are reviewed and verified by CSRC staff. If performance issues are identified, a response in the form of a corrective action plan is required to be provided within 20 business days. The CSRC Vice President of Operations reviews and approves the Provider's corrective action plan within 30 business days of its receipt thereof. CSRC staff also conducts a follow-up review to determine whether the approved corrective action plan was implemented by the Provider and the findings were corrected.

TERMINATION OF AGREEMENT: CSRC, at its discretion and under its obligation to protect public funds, may terminate this Agreement for cause at any time, without prior notice or warning, effective immediately upon receipt by the Provider of a notice of termination for cause. CSRC may terminate any agreement in whole or in part, at any time before the date of expiration, whenever it determines that the Provider has materially failed to comply with the terms of the agreement. CSRC shall promptly notify the Provider in writing of the termination and the reasons for termination, together with the effective date. Notice of termination may specify a later date, but provision of a later date shall not relieve the Provider of ultimate liability for funds later determined to be unallowable.

Either party may terminate this Agreement, without cause, for its convenience by providing a minimum of thirty (30) calendar days written notice to the other party. No activity for which payment is claimed shall be accrued after the date of termination. All expenses incurred by the Provider prior to termination are reimbursable, if allowable through this Agreement. There shall be no interruption in services for CSRC participants already enrolled in training.

CSRC reserves the right to suspend this Agreement, in whole or part, if it appears to CSRC that the Vendor is failing to substantially comply with the quality of service or specified completion of its duties under this Agreement.



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By signing this Agreement, I understand I am agreeing to the terms and conditions contained therein.

Individuals determined eligible for participation and funding through CareerSource Research Coast are responsible for:

- Providing notification to the CSRC Career Planner regarding attendance, grades, withdrawals, completion and receipt of financial aid.
- Notify CSRC if unable to continue the training specified on the voucher.
- Notify and receive approval from CSRC prior to changing training programs of study.

CareerSource Research Coast

Provider: _____

Signature: _____

Signature: _____

Print Name/Title: _____

Print Name/Title: _____

Date: _____

Date: _____