SC Works Management Committee Meeting
November 5, 2026, at 11:00 a.m.

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AGENDA

I. Welcome and Opening Remarks ..... Mr. Warren Snead, Committee Chair

II. Approval of August 6, 2026, Meeting Minutes* ..... Mr. Warren Snead

III. Training Accounts and the Eligible Training Provider List Policy* ...Ms. Nina Arnone

IV. Workforce Transition Project Update ..... Labor Market Information

V. PY'25 Performance Overview ..... Mr. Amadeo Geere

VI. Other Business/Adjourn ..... Mr. Warren Snead

*Denotes Voting Item

Governor's State Workforce Development Board
August 6, 2026, SC Works Management Committee Meeting Minutes

Members Present:	**Members Absent:**
Mr. J. Warren Snead*	Mr. Gregory C. Clark
Mr. Matthew Pollard	Mr. William Floyd
	Ms. Darline Graham
	Mr. John Uprichard*
	Mr. Mike King
	Ms. April Simpkins

Welcome and Opening Remarks ..... Mr. Warren Snead, Committee Chair
Mr. Warren Snead, SC Works Management Committee Chair, called the meeting to order at 11:00 a.m.

Mr. Snead welcomed new committee member Mr. Matthew Pollard.

Approval of May 5, 2026, Meeting Minutes* ..... Mr. Warren Snead
Mr. Matthew Pollard motioned to approve the May 5, 2026, meeting minutes. Mr. Warren Snead seconded the motion, and the Committee unanimously approved the meeting minutes as submitted.

SNAP/E&T State Plan ..... Ms. Latoya Roundtree
Ms. Latoya Roundtree, SNAP E&T Program Director, presented an overview of the services and programs administered by the SC Department of Social Services (DSS), Division of Employment Services, focusing on the Supplemental Nutritional Assistance Program Employment and Training (SNAP E&T) and Temporary Assistance for Needy Families (TANF) Work Programs.

In compliance with the US Department of Agriculture Food and Nutrition Service (USDA FNS), Ms. Roundtree facilitated a discussion to gather Board input on how the SNAP E&T program can better support the Board's initiatives, including in-demand occupations and training needs to help participants secure employment, along with mitigating current challenges such as childcare.

PY'26 Committee Priorities Review ..... Ms. Pamela Jones
Ms. Pamela Jones presented the Committee's PY'26 priorities, noting that the objectives strategies in the 2024-2027 SWDB Strategic Plan were modified to align with the five pillars outlined 2026 Workforce Innovation and Opportunity Act (WIOA) State Plan Modification in accordance with the America's Talent Strategy: Building the Workforce for the Golden Age.

- Pillar I: Industry-Driven Strategies - Build reliable talent pipelines led by industry & aligned with economic priorities.
    - *Utilize statewide employer survey to glean information about pain points and how the system can help.*
        - Distribute an employer survey to employers in the Southern Carolina Alliance (SCA) Regional Manufacturing Workforce Collaborative Area, which serves several rural counties in the Lower Savannah and Lowcountry regions.

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- Pillar II: Worker Mobility - Increase labor force participation and career advancement through technology and data-driven tools.
    - *Develop Eligible Training Provider List Performance measures and expand network of training providers to ensure inclusion of programs that lead to or result in a Priority Occupation.*
        - Develop and distribute a policy for the performance measures identified in PY'25 and increase awareness of ETPL through an outreach campaign.

- Pillar III: Integrated Systems - Replacing a fragmented web of duplicative programs with a streamlined, coordinated system that delivers unified workforce services.
    - *Develop a memo providing guidance for utilizing the Priority Occupations Tool.*
        - Develop and distribute the Priority Occupations Tool memo based on the updated Supply Gap Analysis.

- Pillar IV: Accountability - Ensuring Federally funded workforce programs deliver measurable results by linking investments to outcomes and enforcing performance standards.
    - *Evaluate how employers and job seekers access apprenticeships.*
        - Explore options to support apprenticeship growth in South Carolina.

Strategic Plan Discussion ..... Mr. Warren Snead
Mr. Robert Davis, Director of Workforce Strategy, Partnerships, & Innovation, provided an update on the Employer Needs Survey. The Office of Statewide Workforce Development is partnering with the SouthernCarolina Alliance to survey employers regarding workforce barriers affecting current employees, including childcare, transportation, and housing. This regional approach is intended to provide more specific data on employer needs and, if successful, may be expanded to other areas of the state.

Mr. Davis also discussed the priority to develop the best strategy to support apprenticeship opportunities statewide, explaining the distinction between registered apprenticeships and employer-driven, non-registered models, and emphasized the need to determine where the system can add value without duplicating efforts. He noted the effectiveness of apprenticeship programs in helping individuals, including SNAP participants, transition into higher-skill, higher-wage jobs.

Other Business/Adjourn ..... Mr. Warren Snead
Mr. Snead reminded members that in place of this quarter's SWDB meeting, encouraged members to attend the 2026 SC Workforce and Manufacturing Summit on September 1 & 2, 2026, at the Columbia Metropolitan Convention Center.

The next full board meeting is scheduled for Thursday, December 17, 2026, at 10:00 a.m. in the Harper Auditorium, Columbia, SC, encouraging in-person attendance.

Ms. Pamela Jones reminded SWDB members to RSVP to the 2026 Workforce Champion Award and Reception on Tuesday, September 1, 2026, at the Governor's Mansion.

Meeting adjourned at 12:00 p.m.

STATE INSTRUCTION LETTER XX-XX

To: Local Workforce Area Signatory Officials
Local Workforce Development Board Chairs
Local Workforce Development Area Administrators

Subject: **Training Accounts and the Eligible Training Provider List (ETPL)**

Issuance Date: DATE

Effective Date: DATE

Purpose: To provide guidance on the process by which organizations qualify as eligible providers of training under the Workforce Innovation and Opportunity Act (WIOA). This policy guidance expires State Instruction Letters (SILs) 21-02 and 20-03, Change 2, and rescinds SIL 10-02.

References:

- Workforce Innovation and Opportunity Act, Pub. L. No. 113-128, §§ 116, 122, 188
- 20 CFR § 677.230; 20 CFR Part 680, Subparts C and D; 20 CFR § 683.630; 29 CFR Part 29, Subpart B
- Training and Employment Guidance Letters (TEGLs) 10-16, Change 3; 13-16; 13-16, Change 1; 3-18; 8-19; 8-19, Change 1
- Training and Employment Notices (TENs) 25-19; 7-21; 9-20
- S.C. Code Ann. § 59-58-10–140. S.C. Code Ann. Regs. 62-1–28

Background: WIOA is designed to help jobseekers access employment, education, training, and support services to succeed in the labor market, and to match employers with the skilled workers they need to compete in the global economy. The workforce development system established under WIOA emphasizes informed consumer choice, job-driven training, provider performance, and continuous improvement. The quality and selection of providers and programs of training services is vital to achieving these core principles.

Through the one-stop delivery system, adults and dislocated workers who need training are directed to the Eligible Training Provider List (ETPL). The Individual Training Account (ITA) is a payment agreement established by a local workforce development board (LWDB) on behalf of a participant with a training provider and may be used to pay for any allowable type of training, as long as the training program is on the ETPL. The ETPL provides participants a full array of training programs designed to meet their needs for job readiness or a career pathway, as well as the

information needed to make an informed customer choice concerning training providers and programs.

The Department of Employment and Workforce (DEW), as the state entity responsible for oversight of South Carolina's ETPL, will hereinafter be referred to as "the State".

Policy: All eligible training providers (ETPs) must comply with the criteria, information requirements, and procedures established within this policy.

I. INDIVIDUAL TRAINING ACCOUNTS

Training services for the WIOA Title I Adult and Dislocated Worker programs are typically provided by training providers who receive payment for their services through an ITA. Only an ETP can receive payment through an ITA.

NOTE: The State Workforce Development Board (SWDB) has removed the previously imposed participant lifetime ITA cap.

LWDBs may establish limitations on the dollar amount and/or duration of ITAs based on local workforce development area (LWDA) need. Limitations must be described in the Local Plan but must not undermine WIOA's requirements that training services are provided in a manner that maximizes customer choice in the selection of an ETP.

II. ELIGIBLE TRAINING PROVIDER REQUIREMENTS

To be included on the ETPL, a training provider must meet the following eligibility requirements:

- Be one of the following types of entities:
  - An institution of higher education that provides a program which leads to a recognized postsecondary credential.
  - An entity that carries out Registered Apprenticeship Programs (RAPs).
  - Other public or private training providers, including community-based organizations and joint labor-management organizations.
  - An eligible provider of WIOA Title II adult education and literacy activities, if provided in combination with training services described in 20 CFR § 680.350.
  - A LWDB, so long as it meets the conditions of WIOA § 107(g)(1).
- Be a legal entity.
- Be licensed, accredited, or exempted from licensure by the appropriate South Carolina or federal licensing authority prior to applying for placement on the ETPL.
- Be in good standing and current on state unemployment insurance taxes.

  NOTE: To search for active or satisfied unemployment insurance tax liens, visit https://uitax.dew.sc.gov/LienRegistry/#/registry/home.

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- Provide an appropriate program of training services (see **V. TRAINING SERVICES REQUIREMENTS**).
- Is able to do all the following:
    - Offer programs that lead to recognized postsecondary credentials or certifications,
    - Meet the needs of local employers and participants, and
    - Serve individuals with barriers to employment as defined in WIOA section 3(24).
- Have written and published refund policies, specifying when and how refunds for tuition and other costs associated with the training program are allowed.
- Have a written and published grievance policy for students to file complaints within the organization against faculty, staff, or other employees.
- Comply with all applicable non-discrimination and equal opportunity requirements contained in WIOA § 188 and the implementing regulations at 20 CFR Part 38.

Licensure and Accreditation

Training providers are prohibited from advertising, soliciting, or operating until licensed or determined exempt from oversight by the Commission on Higher Education (CHE). In-state and out-of-state postsecondary providers must provide evidence of licensure, accreditation, or exemption from licensure by the appropriate South Carolina or federal licensing authority prior to placement on the ETPL. Licensing requirements do not apply to RAPs.

Licensing entities may include, but are not limited to, the following:

- SC Commission on Higher Education
- SC Department of Labor, Licensing, and Regulation
- SC Department of Motor Vehicles
- SC Department of Health and Human Services
- SC Department of Health and Environmental Control
- Southern Association of Colleges and Schools Commission on Colleges

Out-of-State Provider

A participant may choose a training provider located outside of the LWDA or outside of the state, including an online program, in accordance with local policies and procedures. An out-of-state training provider must be included on the out-of-state's ETPL and South Carolina's ETPL. LWDAs are responsible for ensuring out-of-state providers offer quality training programs that meet local demand occupation requirements.

Requesting inclusion on South Carolina's ETPL from an out-of-state provider is considered soliciting in such a way that a physical presence is created within the state. Such out-of-state providers must meet the licensure and accreditation requirements noted above.

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III. TRAINING OR CONTRACT EXCEPTIONS TO ITA-FUNDED TRAINING

Contracts for services may be used instead of ITAs only when one or more of the following exceptions apply:

1. The services provided are on-the-job training (OJT), customized training, incumbent worker training (IWT), or transitional jobs.
2. The LWDB determines there are an insufficient number of ETPs in the LWDA to accomplish the purpose of a system of ITAs.
    - The determination process must include a public comment period for interested providers of at least 30 days and be described in the Local Plan.
3. The LWDB determines that a training services program of demonstrated effectiveness is offered by a community-based organization or another private organization.
    - Criteria must be developed for demonstrated effectiveness, particularly as it applies to individuals with barriers to employment. The criteria may include:
        - Financial stability of the organization.
        - Performance through program completion rate, skill attainment, program certificate or degrees, job placement, and retention in employment.
        - How the specific program relates to the workforce investment needs identified in the Local Plan.
4. The LWDB contracts with an institution of higher education or other provider to facilitate the training of individuals in in-demand industry sectors or occupations, provided that the contract does not limit consumer choice.
5. The LWDB enters a Pay-for-Performance contract, ensuring that the contract is consistent with 20 CFR § 680.510.

To support access to training services, LWDAs must include in their Local Plan the process to procure, as well as the criteria to leverage, contracts for services, in accordance with the performance standards outlined in **VIII. REPORTING REQUIREMENTS**.

IV. CONSUMER CHOICE REQUIREMENTS

Training services, whether under ITAs or contract, must be provided so as to maximize informed consumer choice. Priority consideration must be given to programs that lead to recognized postsecondary credentials aligned with LWDA in-demand industry sectors or occupations.

LWDAs must make the ETPL available to customers, including a description of the training programs offered, and the ETP's performance and cost information. LWDBs may coordinate funding for ITAs with funding from other Federal, State, local, or private job training programs or sources to assist the individual in obtaining training services.

An individual may select an ETP in accordance with the goals and objectives outlined in their individual employment plan (IEP). Unless training funds have been exhausted, the LWDA must

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refer the individual to the selected provider, paid for by the applicable WIOA Title I Adult or Dislocated Worker program, and establish an ITA to pay for training.

V. TRAINING SERVICES REQUIREMENTS

Whether provided in-person, online, or in a blended approach, training may be delivered as stackable services. A program of training services is one or more courses or classes, or structured regimen, that provides the services in 20 CFR § 680.200 and leads to one of the following:

- An industry-recognized certificate or certification, a certificate of completion of a RAP, a license recognized by the State or Federal government, or a postsecondary credential.
- Consistent with 20 CFR § 680.350, a secondary school diploma or its equivalent.
- Employment.
- A measurable skill gain (MSG) toward a recognized credential or employment.

Industry-Recognized. An industry-recognized credential is either:

1. Developed and offered by, or endorsed by, a nationally or regionally recognized industry association or organization representing a sizeable portion of the industry sector.
2. Sought or accepted by companies within the industry sector for purposes of hiring or recruitment, which may include credentials from vendors of certain products.

There may not be a single readily identifiable credential for all industry sectors or occupations due to elements like industry associations who endorse different credentials, or variations by geographic region, company size, or specific products and equipment. As such, LWDAs must work with local businesses to determine what credentials are in demand. However, industry-recognized credentials must be occupationally specific to ensure they recognize technical or occupational skills rather than general skills for any occupation or industry.

NOTE: LWDB-awarded certificates and work readiness certificate programs are not industry recognized and do not document the technical or occupational skills necessary to gain employment or advancement within a specific industry.

Registered Apprenticeship Programs

RAPs are automatically eligible for inclusion on the ETPL and are exempt from state and local eligibility requirements. All RAPs must be informed of their automatic eligibility and consent to inclusion before being placed on the ETPL, after which the State works with the US Department of Labor (DOL) to verify RAP status. While RAPs included on the ETPL are automatically considered an in-demand training, they are not automatically entitled to funding by the LWDB.

RAPs are exempt from WIOA performance reporting requirements; however, they are encouraged to voluntarily report performance information in accordance with 20 CFR § 680.470(e). For inclusion on the ETPL, RAPs must provide the following information:

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- The occupations included within the RAP.
- The name and address of the RAP sponsor.
- The name and address of, and potentially cost of instruction with, the related technical instruction (RTI) provider, if different from the sponsor.
- The method and length of instruction.
- The number of active apprentices.

Removal from the ETPL. RAPs are maintained on the ETPL until one of the following:

- The program notifies the State that it no longer wants to be included on the ETPL.
- The program is deregistered under the National Apprenticeship Act.
- The program willfully submits inaccurate information.
- The program substantially violates any provision of WIOA Title I or the WIOA regulations, including 29 CFR Part 38.

Pre-apprenticeship Programs. Pre-apprenticeship programs do not receive automatic eligibility as RAPs. They must adhere to the same approval process and performance reporting requirements as standard training providers. Pre-apprenticeship programs funded by WIOA must have at least one RAP partner and possess or develop a strong record of enrolling their pre-apprenticeship graduates into a RAP.

VI. INITIAL ELIGIBILITY AND APPLICATION PROCESS FOR NEW TRAINING PROVIDERS

Training providers seeking approval for initial eligibility must apply through SC Works Online Services (SCWOS). Providers and programs are continually added to the ETPL as they receive approval. Initial eligibility status remains in effect for one year from the approval date. The application must include the following:

- A description of each program of training services that includes:
  - Identification of businesses that developed the training with the provider, if any.
  - Information on cost of attendance, including costs of tuition and fees.
  - How the program aligns with in-demand industry sectors and occupations.
- Adherence to LWDB-established performance standards.
- Documentation of compliance with all state licensure requirements and the current licensing status, as applicable.
- A signed Memorandum of Agreement (MOA) in which the provider agrees to share data with the State pertaining to training outcomes, including individual student coursework and other information to match training and employment data and outcomes for all students, including WIOA-funded students and non-WIOA-funded students.

Performance Standards. The State has identified two performance-related factors as criteria for determining a training provider's initial and continued eligibility. Each LWDB must establish

performance benchmarks based on the State-identified factors, local strategic priorities, and the negotiated performance goals, according to the needs of the LWDA.

1. Credential Attainment: The percentage of students who receive a credential.
2. Completion Rate: The percentage of students who complete a program of study.

State Approval

The State reviews the application to ensure all required information has been submitted correctly and makes a content-only determination within 15 calendar days. If an application is incomplete, the provider is notified, and the application remains open for 60 calendar days from the date of receipt. If a provider fails to submit all required information or materials within this 60-day period, the application is inactivated. The provider may reapply at any time.

Local Approval

Upon State approval, the application is sent to all applicable LWDAs. The LWDBs, in a timely manner, must provide final approval for each LWDA in which the provider is located or is providing training services. A provider, and at least one training program, must be approved by at least one LWDA to be published on the ETPL.

Local approval process may differ between LWDAs. Each LWDB must have a policy published and accessible to applicant training providers that outlines the local approval criteria, process, and timeline, including a local appeals process. Apart from RAPs, LWDBs may require additional criteria for training providers to become or remain eligible in the LWDA. Training providers should be aware that program approval in one LWDA does not necessitate approval in all LWDAs.

The LWDB notifies the provider of the final initial eligibility determination in accordance with local policy.

VII. CONTINUED ELIGIBILITY APPLICATION PROCESS

After the initial eligibility period, ETPs must apply for continued eligibility for each training program and resubmit an application every year thereafter. This ensures that the ETP and program information is accurate, and the performance standards are met. An email is sent to the ETP's point of contact at least 60 days prior to the expiration of a program's approval status. As part of the ETPL review, the State verifies RAP status at least every two years.

A provider seeking continued eligibility approval must provide the following:

- Changes to provider or program information previously approved, including a current program description, breakdown of tuition costs and fees, credentials to be attained, and contact information.
- A signed Memorandum of Agreement (MOA) in which the provider agrees to share data with the State pertaining to training outcomes, including individual student coursework

and other information to match training and employment data and outcomes for all students, including WIOA-funded students and non-WIOA-funded students.
- Documentation of the training program's alignment with the performance benchmarks established by the LWDB.

In making a continued eligibility determination, the State considers the following:

- Evidence that the program leads to one of the following:
    - An industry-recognized certificate or certification, a certificate of completion of a RAP, a license recognized by the State or Federal government, or a postsecondary credential.
    - Consistent with 20 CFR § 680.350, a secondary school diploma or its equivalent.
    - Employment.
    - An MSG toward a recognized credential or employment.
- The degree to which the program relates to in-demand industry sectors and occupations.
- Documentation of compliance with all state licensure requirements and the current licensing status, as applicable.
- Status with state unemployment insurance taxes.
- A description of the physical, programmatic, and digital accessibility of the training —
    - In rural areas and through the use of technology, and
    - For individuals with barriers to employment, including individuals with disabilities.
- Information reported to the State on federal and state training programs other than WIOA Title I programs.

State Approval

The State reviews the application to ensure all required information has been submitted correctly and makes a content-only determination within 15 calendar days. If an application is incomplete, the provider is notified, and the application remains open for 60 calendar days from the date of receipt. If a provider fails to submit all required information or materials within this 60-day period, the application is inactivated. The provider may reapply at any time.

Local Approval

Upon State approval, the application is sent to all applicable LWDAs. The LWDBs, in a timely manner, must provide final approval for each LWDA in which the provider is located or is providing training services. A provider, and at least one training program, must be approved by at least one LWDA to be published on the ETPL.

Local approval process may differ between LWDAs. Each LWDB must have a policy published and accessible to applicant training providers that outlines the local approval criteria, process, and timeline, including a local appeals process. Apart from RAPs, LWDBs may require additional criteria for training providers to become or remain eligible in the LWDA. Training providers should be aware that program approval in one LWDA does not necessitate approval in all LWDAs.

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The LWDB notifies the provider of the final continued eligibility determination in accordance with local policy.

Approved training providers are responsible for maintaining up-to-date information in SCWOS to continue receiving WIOA training referrals and funds. Failure to update program information may result in removal from the ETPL. Any significant change to a program, including a change in the program's cost, may require re-evaluation for approval.

VIII. REPORTING REQUIREMENTS

Performance reports provide critical information on participant employment, earnings, and credential outcomes for programs on the ETPL. These reports maximize informed customer choice by assisting participants and the public in identifying effective training programs and providers. ETPs must submit annually, via SCWOS, the following information for all students engaged in programs on the ETPL, regardless of funding source, no later than August 15th:

- Social Security Number
- Program start date
- Program status
- Program exit date
- Credential attainment

The State collects the above-mentioned data to create an aggregate report that is submitted to DOL with the following information:

1. The percentage of program participants who are in unsubsidized employment during the second quarter after exit from the program.
2. The percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from the program.
3. The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program.
4. The percentage of program participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent, during participation in or within one year after exit from the program.
5. Information on recognized postsecondary credentials received by program participants.
6. Information on cost of attendance, including costs of tuition and fees, for the program.
7. Information on the program completion rate for such participants.

NOTE: Continued eligibility is contingent on timely submission of all student data. Failure to submit all student data for each approved program will result in the program being denied or removed from the ETPL.

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IX. DENIAL OR REMOVAL OF A TRAINING PROVIDER OR PROGRAM

The State or LWDB may deny or remove a training provider and/or its program(s) from the ETPL for reasons, including but not limited to, the following:

- The initial or continued application is not completed by the established due date or is missing required information.
- The training does not lead to at least one of the following:
    - An industry-recognized certificate or certification, a certificate of completion of a RAP, a license recognized by the State or Federal government, or a postsecondary credential.
    - Consistent with 20 CFR § 680.350, a secondary school diploma or its equivalent.
    - Employment.
    - An MSG toward a recognized credential or employment.
- The required student data is not submitted by the established due date.
- The provider willfully submits inaccurate or falsified information.
- The provider substantially violates any requirement under WIOA, its implementing regulations, or applicable State or local policies.
- The provider fails to maintain required licenses or accreditation from its accrediting body.
- The provider or program fails to meet locally established performance standards.
- The entity does not meet the WIOA definition of a provider of training (see **II. ELIGIBLE TRAINING PROVIDER REQUIREMENTS**).
- The provider is not in good standing or current on state unemployment insurance taxes.

NOTE: LWDBs may require additional criteria and information from local training providers to become or remain eligible in that LWDA. This does not include RAP.

Programs that have been denied inclusion or removed from the ETPL may reapply after one year by applying through the initial application process. If removal was due to willful submission of inaccurate information, the program may reapply after two years by applying through the initial application process. Removal due to repeated failures to submit required information or a failure to cooperate with LWDBs is considered a substantial violation of WIOA requirements, which includes one or more violations in a short period of time or numerous minor violations over a longer period of time. Removal under these conditions requires the provider to remain terminated for not less than two years and is liable to repay training funds received during the period of noncompliance.

A training program may also be removed from the ETPL, and the provider's account inactivated in SCWOS, when the program has had no students for at least three years. The provider may reapply following the initial eligibility process, should they wish to bring the program back.

If a training program is removed from the ETPL, the State and LWDB work together to ensure that any participants currently enrolled in that training program experience minimal disruption.

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X. LOCAL WORKFORCE DEVELOPMENT BOARD APPEAL PROCESS

A provider who is denied inclusion or removed from the ETPL by a LWDB may file an appeal with the LWDB. Appeals to the LWDB must be submitted in writing to the denying LWDB in accordance with their local ETPL policy.

XI. STATE APPEAL PROCESS

A provider may use the state appeal process if they are appealing a LWDB decision or appealing a denial of inclusion or removal from the ETPL by the State. The State will not consider any factual or legal grounds for relief that are not set forth in the original appeal filed with the LWDB.

Filing an Appeal

Appeals to the State must be filed within 30 calendar days of notification of the action. A provider choosing to appeal must submit in writing the following information:

- A statement of the desire to appeal.
- A description of the program in question.
- A detailed justification for gaining or retaining approval, including all supporting facts.

NOTE: If the 30th day falls on a weekend or holiday, the deadline will be extended to the next business day.

Appeals must be submitted by registered mail, clearly identified as "Dated Material," and addressed to:

SC Department of Employment and Workforce
Attn: Workforce Development Division—ETPL Request to Appeal, Suite 511-E
P.O. Box 995
Columbia, SC 29202

Appeal Review Process

1. If applicable, the State reviews and attempts to resolve the appeal informally within 15 days of the appeal file date.
2. If not informally resolved, the appeal is referred to the State ETPL Committee.
3. The State ETPL Committee conducts a hearing and issues a written determination to the training provider that is mailed within 60 calendar days of the appeal file date.

NOTE: A decision of the State ETPL Committee is not appealable to DOL.

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Appeal Based on Discrimination Claim

All alleged violations of discrimination under protected bases will be directed to the Office of Equal Opportunity (EO) for investigation. Any subsequent decision on these bases regarding the inclusion, or removal, of a training provider and/or its program(s) from the ETPL will be made by the State EO Officer.

Training Provider Fraud or Violation of WIOA Requirements

Providers found to have willfully submitted inaccurate information or substantially violated any WIOA requirements must be removed from the ETPL and are unable to receive funds for a period of not less than two years.

Action: Please ensure that all appropriate staff receive and understand this policy.

Inquiries: Questions regarding the ETPL process may be directed to SCETPLSupport@dew.sc.gov. The Policy Team may be contacted at WorkforcePolicy@dew.sc.gov.

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Nina Staggers, Assistant Executive Director
Workforce Development Division

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