



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

April 15, 2000

MEMORANDUM

TO: Community College Presidents

FROM: Stephanie Deese, Director
Workforce Initiatives
Economic & Workforce Development Division

**SUBJECT: North Carolina Eligible Training Provider System
Workforce Investment Act**

In December, you received correspondence concerning North Carolina's Eligible Training Provider application under the Workforce Investment Act (WIA). At that time, you were notified that further information would be forthcoming in late January. While further information was not sent to you, we were busy at the state level building a system so that the community colleges would not have to complete an application for each and every program or course offered as a activity under the Workforce Investment Act eligible for vouchers.

GOOD NEWS! Some time later this month, and in early May, this new system will be on-line. Outlined in the attachment is the process that will be used for the new North Carolina Eligible Training Provider System, which will be called the "*Starlet System*". At the state level, community college data will be transferred to the Employment Security Commission. Community colleges will be able to go on-line and delete programs that they do not want to offer under the Individual Training Account (ITA) under WIA as a voucherable activity. Likewise, community colleges will be able to go on-line and key data for programs they wish to offer (if the data is not already included). This will save the colleges from completing a multitude of paper and pencil applications. The Local Workforce Development Boards will be able to approve, on-line, the programs/courses selected as programs eligible to receive a voucher under the Individual Training Account System. The new System will show all of the community colleges offerings as well as the programs approved by the Local Workforce Development Boards.

CC00-094
Paper Copy

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Also attached is a draft voucher document that may be used under the Workforce Investment Act. As you may recall, one of the unique features of WIA is informed customer choice. The customer will be able to select a training provider based on occupations in demand in the geographic area and on performance of that training provider.

Through the use of the Common Follow-up System (CFS), performance data will be collected automatically and built into the system for curriculum programs. We are still addressing how to collect the information for continuing education programs, and whether continuing education programs will even be a voucherable activity at all. As soon as the system is ready to go, training sessions will be scheduled across the state to showcase the system and to show colleges and JobLink Career Centers how to access and how to use the database.

If you have any questions, please call me at 919-733-7051, ext. 456, or e-mail deeses@ncccs.cc.nc.us.

Attachment

c: Mr. Alan Alexander, DET
Mr. Keith Brown, NCCCS
Mr. Bob Cottrell, ESC
Mr. Wayne Daves, CWD
Ms. Peggy Graham, NCCCS
Mr. Steve Ijames, NCCCS
Dr. Scott Ralls, NCCCS
Dr. Brenda Rogers, NCCCS

Community College WIA Contacts
Deans of Continuing Education
College Financial Aid Officers
Deans of Student Affairs

Workforce Development Board Directors

North Carolina Eligible Training Provider System Starlet Overview

North Carolina STARS (State Training Accountability and Reporting System)



The “Starlet System” is to implement, in a limited manner, a small portion of the content of the STARS proposal for the North Carolina Eligible Training Provider System. The following gives a quick overview of the project. Please note that this “Starlet System” proposal would provide only a very small part of the information, flexibility and utility of the STARS proposal. However, in the interim, it would serve three key functions:

1. eliminate the need for paper forms and massive data entry efforts;
2. allow real time entry and update of vendor data and board certifications; and
3. allow almost instantaneous viewing of the most current information for all customers.

“Starlet System” Description

The system would operate on a Microsoft NT server utilizing:

1. an MS SQL Server database to hold the vendor application information (i.e., vendor, course, location and performance data) and the board certification information;
2. a secured process (including user Ids and passwords) for updating vendor, program, performance and certification information; and
3. an Internet interface for displaying the data for vendors, boards and the public.

Data Input

Data would be input to the system through either:

1. direct key entry via the Internet (e.g., a private vendor submitting information for a limited number of courses), or
2. upload of batch files (e.g., input of all course offerings at a given community college).

Record layouts and file formats for batch files would be prepared and distributed to the community college and UNC systems (or their administrative offices) and could be made available to others with large-scale entry requirements (e.g., private universities).

Batch files would be uploaded directly to the system. Certification would occur on either a program by program basis (e.g., private university program submittals) or as a batch with signed documentation of blanket approval (e.g., UNC system programs).

Internet E-forms would emulate the example paper forms as appropriate, but would make use of Internet and database functionality to streamline the process where possible (e.g., allow entry of vendor information once, regardless of the number of requests for certification by the vendor).

Workforce boards and designated board staff would receive ID and passwords and would be able to:

1. **input or update information on vendors, programs and performance at any time;**
2. **input or update program certifications; and**
3. **view information on all programs, certified or not, that have been submitted to the system.**

Training vendors would receive an ID and password to allow access to the system and would be able to:

1. **input or update information on non program-related data at any time (addresses, phone numbers, contacts, etc.);**
2. **input or update program-related data until certification by the board (course descriptions, costs, etc. would not be updated after certification without board approval); and**
3. **view information on all programs, certified or not, that have been submitted to the system.**

The general public will be able to view information on all programs, certified or not, that have been submitted to the system, but will have no update capabilities. No ID or password will be required for such access.

Information Delivery System

As stated above, the Starlet System will incorporate an Internet interface for all customers (vendors, boards and the public).

Information would be able to be displayed (or printed) as follows:

1. **all programs submitted by vendor,**
 2. **all board-certified programs by vendor,**
 3. **all vendors by program,**
 4. **all vendors by board-certified program,**
 5. **all programs certified by workforce board, and**
 6. **all "new" (i.e., recently submitted for certification) programs submitted for certification.**
- (Please see NOTE)

Additional Information

- **As an Internet-based product, the Starlet System could be linked directly to a WIA MIS or to the CFS via a hyperlink.**
- **Much of the work done for the Starlet System will be used in the broader project, STARS.**
- **The project, as outlined, is targeted to be completed in April. Costs for the project are likely to be little if any higher than the data entry associated with a paper-based system.**

NOTE: The 1st list would contain all the training providers and offerings, certified or not
The 2nd list contains all the providers and offerings certified by any WDB
The 3rd list contains only those vendors and offerings certified by a specific Board

THE STATE OF NORTH CAROLINA

Workforce Investment Act

AUTHORIZATION FOR TRAINING

VOUCHER CONTROL NUMBER: NC - _____ - _____ - _____ - _____
LA (2) Local (2) Year (2) Voucher # (4) Provider (4)

WIA Customer: _____
 Social Security Number: _____ Expected Completion date: _____
 Approved Course of Study: _____ Applied for Pell: **Y N N/A**
 Adult Dislocated Worker ETGP Semester/Year: _____

JobLink Center: _____ Training Provider: _____

Contact Person: _____ Contact Person: _____
 Phone: _____ Phone: _____
 Fax: _____ Fax: _____
 E-mail: _____ E-mail: _____

Approved Services: (please fill in the approved amount for each service)

Application/Registration		Fees	
Tuition		Supplies	
Books <small>(required only)</small>		Other (please specify)	

Total amount of approved funds: \$ _____
 _____ dollars
Written amount

This Voucher Certificate is approved and issued by:

Authorized Signature Printed Name Date

Redemption of Voucher

The above-named individual has been determined eligible and is being referred for training services. WIA and the training institution will ensure that the eligible participants apply for federal grants (including PELL Grant) and also assure that double-billing for identical training services does not occur for those recipients who receive federal financial aid.

To Redeem: The training provider must return this voucher along with sufficient documentation to support the amount of money being requested for services rendered to the Workforce Investment customer.

Type of service	Cost	Type of service	Cost
Application/Registration		Fees	
Tuition		Supplies	
Books		Other (please specify)	
Total Cost →		← Total Cost	

Authorized Signature Printed Name Date

*Please submit to Local Area Workforce Development Board
 The Local Area Workforce Development Board does not discriminate
 on the basis of race, color, national origin, sex, religion, age, or disability.*

**TRAINING SERVICES BACK-UP BUDGET FOR
INDIVIDUAL TRAINING ACCOUNTS**

TRAINING PROVIDER: _____
Telephone : _____ **FAX:** _____

WI A Customer:	SS#:	Telephone #:
Training Services Start Date:	Training Services End Date:	
Name / Type Of Training Services:	No. Of Semesters / Quarters:	
Training Provider Contact Person:	Telephone #:	

SERVICES COST ITEMS	FUND ASSIGNMENTS	COSTS PER SEMESTER OR QUARTER	NUMBER OF SEMESTERS OR QUARTERS	TOTAL COST OF TRAINING SERVICES
Application / Registration				
Tuition				
Book / Supplies				
Lab Fees / Uniforms				
Physicals				
License / Permits				
Other Required Cost (specify)				
Other Required Cost (specify)				
TOTAL COST OF TRAINING SERVICES →				

AVAILABLE FUNDING SOURCES <i>(Documentation Must Be Attached)</i>	COSTS PER SEMESTER OR QUARTER	NUMBER OF SEMESTERS OR QUARTERS	TOTAL AVAILBALE RESOURCES
1. Federal PELL Grant <i>(attach SAR, ETC)</i>			
2. Scholarships / Grants of Financial Aid <i>(attach applicable award letters)</i>			
3. Other Sources <i>(specify)</i>			
4. Other Sources <i>(specify)</i>			
5. TOTAL NON – WIA AVAILABLE RESOURCES			
6. NEEDED /REQUESTED WIA TRAINING SERVICES FUNDS			
7. ADDITIONAL RESOURCES NEEDED <i>(normally this should be a zero balance)</i> →			