

**CHAPTER 23
WORKFORCE DEVELOPMENT
PARTNERSHIP PROGRAM**

Authority

N.J.S.A. 34:15D-1 et seq.

Source and Effective Date

R.2004 d.325, effective August 16, 2004.
See: 36 N.J.R. 2299(a), 36 N.J.R. 3883(b).

Chapter Expiration Date

Chapter 23, Workforce Development Partnership Program, expires on August 16, 2009.

Chapter Historical Note

Chapter 23, Workforce Development Partnership Program, became effective April 4, 1994 with Subchapters 3, 4 and 5. Subchapter 3, Individual Training Grants, was adopted as R.1994 d.166; Subchapter 4, Approved Training under the Workforce Development Partnership Act, was adopted as R.1994 d.167; and Subchapter 5, Additional Unemployment Benefits during Training, was adopted as R.1994 d.168. See: 25 N.J.R. 884(a), 26 N.J.R. 1512(a); 25 N.J.R. 886(a), 26 N.J.R. 1514(a); 25 N.J.R. 887(a), 26 N.J.R. 1515(a).

Subchapter 6, Employment and Training Grants for Services to Disadvantaged Workers, was adopted as R.1994 d.190, effective April 18, 1994. See: 25 N.J.R. 1054(a), 26 N.J.R. 1663(a).

Subchapter 1, Definitions, and Subchapter 2, Customized Training Services; Purpose, Eligibility and Scope, were adopted as R.1994 d.489, effective September 19, 1994. See: 26 N.J.R. 2770(a), 26 N.J.R. 3867(b). Subchapter 7, Occupational Safety and Health Training Services, was adopted as R.1994 d.490, effective September 19, 1994. See: 26 N.J.R. 2774(a), 26 N.J.R. 3870(a).

Subchapter 8, Reporting Requirements for Assessment of Employment and Training Programs, was adopted as R.1995 d.286, effective June 5, 1995. See: 27 N.J.R. 1131(a), 27 N.J.R. 2236(a).

Subchapter 9, Tuition Policies for Unemployed Persons: Job Training Program, was adopted as R.1998 d.368, effective July 20, 1998. See: 30 N.J.R. 1750(a), 30 N.J.R. 2631(a).

Pursuant to Executive Order No. 66(1978), Chapter 23, Workforce Development Partnership Program, was readopted as R.1999 d.138, effective April 1, 1999. See: 31 N.J.R. 588(b), 31 N.J.R. 1199(a).

Chapter 23, Workforce Development Partnership Program, expired on April 1, 2004.

Chapter 23, Workforce Development Partnership Program, was adopted as new rules by R.2004 d.325, effective August 16, 2004. See: Source and Effective Date.

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SUBCHAPTER 1. DEFINITIONS

12:23-1.1 Definitions

The following words and terms, when used in this chapter, shall have the following meanings:

“Act” means the 1992 New Jersey Employment and Workforce Development Act, P.L. 1992, c.43 (N.J.S.A. 34:15D-1 et seq.)

“Administrative cost” means any costs incurred by the Department to administer the program, including any cost required to collect information and conduct evaluations of service providers and surveys of occupations pursuant to N.J.S.A. 34:15D-1 et al. to the extent that funding is not available from Federal or other sources.

“Application fee” means the charge assessed by an institution of higher education to process a student application for admission to the institution.

“Apprenticeship Policy Committee” means the New Jersey Apprenticeship Policy Committee established by an agreement between the Bureau of Apprenticeship and Training in the United States Department of Labor, the State Department of Labor, and the State Department of Education and consisting of a representative of the Departments of Education and Labor, the Director of Region II of the Bureau of Apprenticeship and Training in the United States Department of Labor, and a representative of the New Jersey State AFL-CIO.

“Approved training” means training that is occupational, remedial or a combination of the two that meets the requirements stated in N.J.A.C. 12:23-3.3.

“Basic skills training” means basic mathematics, reading comprehension, basic computer literacy, English proficiency and work-readiness skills, and shall be regarded as a form of remedial education. In addition to remedial education, basic skills can also include communication, interpersonal and decision-making skills.

“Commissioner” means the Commissioner of Labor or the Commissioner’s designees.

“Customized training services” means services that are provided by the Office of Customized Training or through arrangements made or coordinated by the Office of Customized Training.

“Department” means the New Jersey Department of Labor.

“Eligible individual” means a qualified displaced worker or a qualified employed worker. For remedial education, eligible individuals also include qualified disadvantaged workers, qualified individuals with disabilities, individuals with learning disabilities, and individuals seeking to enter apprenticeship training.

“Eligible training provider list” means a list of all training providers who meet the requirements established by the State Employment and Training Commission.

“Employability Development Plan” (EDP) means a written signed agreement between a qualified job counselor and a participant in which an occupational goal, course of training or educational and other related activities in the Workforce Development Partnership Program are specified based on an assessment of the individual. The EDP may include occupational training, remedial education, or a combination of both.

“Employer” or “business” means any employer subject to the provisions of N.J.S.A. 43:21-1 et seq.

“Employment and training services” means:

1. Counseling;
2. Occupational training;
3. Remedial education; or
4. Occupational safety and health training.

“English as a Second Language” means training designed for persons with limited English language skills to prepare them in the acquisition of understanding, speaking, reading and writing the English language and skills necessary to function effectively in an English speaking environment, in order to enter other basic skills and remediation programs, and to obtain or retain suitable employment. Persons with

limited English language skills are those whose primary language is other than English and who have been assessed to be in need of instruction in English as a second language. An adult’s primary language is the language most relied upon by the adult for communication or the language most spoken by the adult in his or her home and work environment.

(f) Upon approval of an application, a contract for occupational safety and health training services will be executed between the approved applicant and the Department. A copy of mandatory contract provisions is available from the Department of Labor upon request.

(g) The Commissioner or his or her designee will identify target industries and/or occupations, provide information and assistance to prospective recipients and employment and training staff, review and evaluate applications, execute, monitor, and evaluate contracts for training services, and provide technical support for contracted activities.

(h) Instructions for the application process for funds available under this section shall be obtained by writing to:

Director, Division of Business Services
 New Jersey Department of Labor
 PO Box 933
 Trenton, New Jersey 08625-0933

Amended by R.2002 d.193, effective June 17, 2002.
 See: 34 N.J.R. 448(a), 34 N.J.R. 2036(a).

In (a), inserted "occupational" following "potential", and deleted "related to an occupation which is the subject of vocational training" in the introductory paragraph, deleted 5 and recodified former 6 through 10 as 5 through 9; in (e) deleted an N.J.A.C. reference; in (h) rewrote the address.

12:23-7.6 Assessment of need and delivery of services

(a) The Commissioner or his or her designee, within the Department of Labor, will review all customized training applications to determine if there is a need for occupational safety and health training services related to the industry and/or occupation which is the subject of occupational training.

(b) The Commissioner or his or her designee, within the Department of Labor, will review and approve the use of vendors selected by the customized training applicant to provide occupational safety and health training services, review course content and training material to determine its appropriateness, and ascertain the reasonableness of costs charged by vendors.

Amended by R.2002 d.193, effective June 17, 2002.
 See: 34 N.J.R. 448(a), 34 N.J.R. 2036(a).

In (a), substituted "occupational" for "vocational" prior to "training"; in (b), deleted "and relationship to the occupational training" following "appropriateness".

12:23-7.7 Allocation of funds

(a) Pursuant to section 4(e) of the Act, not less than three percent of the total revenues dedicated to the program during any one fiscal year shall be reserved for occupational safety and health training. The Commissioner is authorized to provide services to the extent that funding for these services is not available from federal or other sources.

(b) From the amounts reserved for occupational safety and health training for qualified displaced, disadvantaged

and employed workers under N.J.S.A. 34:15D-4(e), monies may be allocated upon approval of the Commissioner to providers of employment and training services designed to assist in the recognition and prevention of potential occupational health and safety hazards.

(c) The Commissioner retains the authority to change the scope of this funding based on changing workplace occupational safety and health training needs.

Amended by R.2002 d.193, effective June 17, 2002.
 See: 34 N.J.R. 448(a), 34 N.J.R. 2036(a).
 Rewrote (b).

12:23-7.8 Eligibility for services

Individuals receiving training or services under this subchapter must be qualified displaced, disadvantaged, or employed workers.

Amended by R.2002 d.193, effective June 17, 2002.
 See: 34 N.J.R. 448(a), 34 N.J.R. 2036(a).
 Deleted N.J.A.C. reference.

12:23-7.9 Eligibility of service providers

Occupational safety and health training services must be obtained from a training provider located in the State of New Jersey and listed on the Eligible Training Provider List.

Amended by R.2002 d.193, effective June 17, 2002.
 See: 34 N.J.R. 448(a), 34 N.J.R. 2036(a).
 Rewrote the section.

12:23-7.10 Limitation on administrative costs

Not more than 10 percent of the funds awarded under this subchapter may be used for reasonable administrative costs.

12:23-7.11 Monitoring and oversight

The Commissioner or his or her designee, within the Department of Labor, will monitor the overall effectiveness of the occupational safety and health training services provided under this subchapter to assess the programmatic, management, and financial performance of the grantee(s). The Department will consider the past performance of a grantee in evaluating application(s) for funding in subsequent years.

12:23-7.12 Evaluation of occupational safety and health training

The results of occupational safety and health training services provided under this subchapter shall be evaluated based upon criteria negotiated at the time the funds are awarded.

12:23-7.13 (Reserved)

Repealed by R.2002 d.193, effective June 17, 2002.
 See: 34 N.J.R. 448(a), 34 N.J.R. 2036(a).
 Section was "Records and reports".

SUBCHAPTER 8. TUITION POLICIES FOR UNEMPLOYED PERSONS: JOB TRAINING PROGRAM

Authority

N.J.S.A. 34:15D—1 et seq.

Source and Effective Date

R.2002 d.193, effective June 17, 2002.
See: 34 N.J.R. 448(a), 34 N.J.R. 2036(a).

Subchapter Historical Note

Subchapter 8, Reporting Requirements for Assessment of Employment and Training Programs, was repealed and Subchapter 9, Tuition Policies for Unemployed Persons: Job Training Program, was recodified as Subchapter 8, Tuition Policies for Unemployed Persons: Job Training Program. See: Source and Effective date. See, also, section annotations.

12:23-8.1 Purpose and scope

(a) The purpose of this subchapter is to establish rules and procedures to govern the tuition waiver program established by N.J.S.A. 18A:64-13.1 et seq. or 18A:64A-23.1.

(b) The purpose of the tuition waiver program is to enable certain unemployed individuals to enroll, without payment of tuition, in any job training course which shall provide them with an identifiable job skill and shall assist them in gaining reemployment or any course of instruction which is part of a training program approved pursuant to N.J.S.A. 43:21-4(c)4, or any course of instruction which is part of the education and training described in the Employability Development Plan developed for such individuals pursuant to N.J.S.A. 34:15D-1 et seq.

(c) The rules apply to job training eligible individuals and to public higher education institutions in New Jersey.

Recodified from N.J.A.C. 12:23-9.1 by R.2002 d.193, effective June 17, 2002.
See: 34 N.J.R. 448(a), 34 N.J.R. 2036(a).

12:23-8.2 Proof of program eligibility

(a) Eligible individuals seeking to enroll under the job training program shall submit to the public institution of higher education documentation from the One-Stop Career System verifying their past presence in the labor market for at least two years and their unemployed status or receipt of a layoff notice as proof of eligibility or an Employability Development Plan from the One-Stop Career System. The Employability Development Plan may include course work under the tuition waiver process and/or under the grant provisions of the Workforce Development Partnership program. Said proof of eligibility shall be dated no earlier than 30 days prior to the college's course registration day for eligible individuals for the semester in which the job training course is taken.

(b) If deemed necessary, an institution may allow an individual to register for courses pending receipt of One-Stop Career System verification.

(c) Eligible individuals may seek to enroll in any New Jersey public institution of higher education regardless of their county of residence. However, charge-backs shall not apply for unemployed persons. Eligible individuals who wish to attend a county college must first apply to the county college within their county of residence.

Recodified from N.J.A.C. 12:23-9.3 and amended by R.2002 d.193, effective June 17, 2002.

See: 34 N.J.R. 448(a), 34 N.J.R. 2036(a).

Rewrote (a); and in (b) substituted "One-Stop Career System" for "Department of Labor" prior to "verification."

12:23-8.3 Eligibility for financial aid

(a) Each eligible individual seeking to enroll in credit courses under this program is responsible for filing a financial aid application and providing the institution with all information necessary to determine possible financial aid eligibility.

(b) In determining eligibility for financial aid, the institution shall consider both State and Federal sources of aid including grants, scholarships and any other sources of financial aid available to the institution's general student population.

(c) Each institution shall apply consistent standards, including participants in this program, in determining eligibility for financial aid.

(d) Any eligible individual receiving financial aid which is not sufficient to pay the full amount of tuition at the institution shall be entitled to have the remaining amount of tuition not covered by financial aid waived by the institution.

Recodified from N.J.A.C. 12:23-9.4 by R.2002 d.193, effective June 17, 2002.

See: 34 N.J.R. 448(a), 34 N.J.R. 2036(a).

12:23-8.4 Eligible coursework

(a) Each institution shall ordinarily make all of its course offerings eligible under this program. However, a given course or program shall focus on an identifiable job skill or prerequisite skills for the specific job skill or shall be indicated in the individual's Employability Development Plan approved by the One-Stop Career System staff.

(b) An individual's eligibility for a given course or program shall be dependent on possession of appropriate prerequisite skills as determined by each institution. The institution may designate basic skills and other prerequisite courses as eligible offerings under this program.

(c) Customized courses that are underwritten by specific employers for the benefit of their respective employees may be exempted from eligibility under this program. Such courses are designed to meet the needs of the employees of a specific employer, the employer is responsible for partially subsidizing the cost of the training, and the training is directly related to the employer's operation.

(d) Only those courses in which enrollment space is available and tuition paying students constitute the minimum number required for the course shall be open to eligible individuals under this program.

(e) Institutions may designate separate registration periods for eligible individuals seeking to enroll in the program, ordinarily after the registration period for tuition paying students is completed.

Recodified from N.J.A.C. 12:23-9.5 and amended by R.2002 d.193, effective June 17, 2002.

See: 34 N.J.R. 448(a), 34 N.J.R. 2036(a).

In (a), substituted "One-Stop Career System staff" for "Division" at the end.

12:23-8.5 Employment during semester

Any individual participating in the program who obtains employment subsequent to the commencement of the semester shall be permitted to complete the semester in progress as a participant in the program.

Recodified from N.J.A.C. 12:23-9.6 by R.2002 d.193, effective June 17, 2002.

See: 34 N.J.R. 448(a), 34 N.J.R. 2036(a).

12:23-8.6 Application of general institution rules

When not inconsistent with applicable statutes or this subchapter, students participating under this program shall be governed by those procedures and rules applicable to each institution's regularly enrolled student population, including rules regarding academic progress and standards for the admission of students into specific degree programs at the undergraduate or graduate level.

Recodified from N.J.A.C. 12:23-9.7 by R.2002 d.193, effective June 17, 2002.

See: 34 N.J.R. 448(a), 34 N.J.R. 2036(a).

12:23-8.7 Inclusion of program in college enrollment count

All enrollments in credit bearing courses through this program may be included in the college's official enrollment count.

Recodified from N.J.A.C. 12:23-9.8 by R.2002 d.193, effective June 17, 2002.

See: 34 N.J.R. 448(a), 34 N.J.R. 2036(a).

12:23-8.8 Financial obligation of eligible individual

(a) Institutions may charge individuals seeking to enroll in the program a registration fee not to exceed \$20.00 per academic term.

(b) Individuals seeking to enroll in the program shall be responsible for the cost of equipment, materials, textbooks and laboratory or equipment usage fees required for a specific course or program, as well as fees which are dedicated to self-sustaining funds, such as parking charges, room and board, and other optional user fees.

(c) Institutions shall not charge individuals seeking to enroll in the program general fees as defined in this subchapter.

(d) Institutions shall not charge individuals seeking to enroll in a county college outside their county of residence a nonresident differential credit fee provided the individual complies with the requirements of this subchapter.

(e) The institution shall apply training grant funds pursuant to N.J.S.A. 34:15D-1 et seq., the 1992 New Jersey Employment and Workforce Development Act (P.L. 1992, c.43), or financial aid, other than loans, to the total tuition and fees for the applicable academic term. The institution shall waive any remaining balance, less the charges allowable under (a) and (b) above.

Recodified from N.J.A.C. 12:23-9.9 and amended by R.2002 d.193, effective June 17, 2002.

See: 34 N.J.R. 448(a), 34 N.J.R. 2036(a).

In (c) and (d) deleted N.J.A.C. references.

SUBCHAPTER 9. SUPPLEMENTAL WORKFORCE FUND FOR BASIC SKILLS

Authority

N.J.S.A. 34:15D-1 et seq.

Source and Effective Date

R.2002 d.193, effective June 17, 2002.

See: 34 N.J.R. 448(a), 34 N.J.R. 2036(a).

Subchapter Historical Note

Subchapter 9, Tuition Policies for Unemployed Persons: Job Training Program, was recodified as Subchapter 8, Tuition Policies for Unemployed Persons: Job Training Program and Subchapter 9, Supplemental Workforce Fund for Basic Skills, was adopted as new rules by R.2002 d.193, effective June 17, 2002. See: Source and Effective date. See, also, section annotations.

12:23-9.1 Purpose

The purpose of this subchapter is to set forth the rules for the allotment of funds reserved pursuant to section 1 of P.L. 2001, c.152 to enable eligible individuals who are lacking in basic skills to acquire the basic skills necessary to enhance

their employability and competitiveness in the workplace, to enable individuals to prepare for further training, and to provide employers with workers who possess basic literacy and work-readiness skills necessary to effectively carry out employment requirements.

New Rule, R.2002 d.193, effective June 17, 2002.

See: 34 N.J.R. 448(a), 34 N.J.R. 2036(a).

Former N.J.A.C. 12:23-9.1, Purpose and scope, recodified to N.J.A.C. 12:23-8.1.

12:23-9.2 Basic skills programs to be included in State and Local Plans

Basic skills programs established under this subchapter shall be consistent with the Strategic Five-Year Unified State Plan for New Jersey's Workforce Investment System. Grants to Workforce Investment Boards for basic skills training shall be consistent with, and included in, the Local Strategic Five-Year Workforce Investment Plan as required by the State Employment and Training Commission. The comprehensive local plan shall include all components included in this subchapter as well as other adult literacy funds. The Plan will be used as the basis for allocation of funds for local basic skills programs.

New Rule, R.2002 d.193, effective June 17, 2002.

See: 34 N.J.R. 448(a), 34 N.J.R. 2036(a).

Former N.J.A.C. 12:23-9.2, Definitions, repealed.

12:23-9.3 Funding

(a) All moneys received by the Supplemental Workforce Fund for Basic Skills pursuant to section 1 of P.L. 2001, c.152 shall be allocated by the Commissioner, and deposited in an account to be reserved for the following purposes:

1. To support basic skills training delivered at the basic skills resource centers located in the One-Stop Career Center System. The recipient of the funds provided under this subsection shall be the Department.

- i. One-Stop Career Center staff funded under (a)1 above must be merit system employees;

2. To provide grants to eligible individuals in Local Workforce Investment Areas for basic skills training consistent with Employability Development Plans.

- i. Funds shall be awarded through competitive grants to Workforce Investment Boards in accordance with planning guidelines established by the State Employment and Training Commission.

- ii. The recipient of the funds is responsible for the funds received.

- iii. The political jurisdiction(s) of the chief elected official(s) in the Local Workforce Investment Area is liable for any misuse of the funds provided to the Workforce Investment Board;

3. To provide grants to consortia including one or more of the following: eligible individual employers, employer organizations, labor organizations, community-based organizations or educational institutions to provide basic skills training to eligible individuals including those seeking to enter apprenticeship training; and

4. To be used, at the discretion of the Commissioner, for any purposes indicated in this subchapter and any administrative costs incurred by the Department of Labor in connection with the fund.

New Rule, R.2002 d.193, effective June 17, 2002.

See: 34 N.J.R. 448(a), 34 N.J.R. 2036(a).

Former N.J.A.C. 12:23-9.3, Proof of program eligibility, recodified to N.J.A.C. 12:23-8.2.

12:23-9.4 Counseling, assessment and employability development planning

(a) Basic skills training shall be provided consistent with the Employability Development Plans developed with the individual.

1. For customized training purposes, the assessment may be conducted by the employer or training provider.

(b) Basic skills training shall be provided to an eligible individual only if the qualified job counselor who evaluates the individual determines that the individual can reasonably be expected to successfully complete the training and education identified in such Employability Development Plan.

(c) An assessment shall be provided to applicants to identify barriers to functioning on the job in a satisfactory manner. Where barriers are identified, the qualified job counselor shall consult with other One-Stop partners to determine whether the individual would benefit from their services.

New Rule, R.2002 d.193, effective June 17, 2002.

See: 34 N.J.R. 448(a), 34 N.J.R. 2036(a).

Former N.J.A.C. 12:23-9.4, Eligibility for financial aid, recodified to N.J.A.C. 12:23-8.3.

12:23-9.5 Coordination and consultation requirements

(a) In carrying out programs under this subchapter, Workforce Investment Boards and recipients shall coordinate and consult with State and local agencies and organizations that provide services to eligible individuals who are deficient in basic skills for the following purposes:

1. The recruitment of individuals who need basic skills training to become employable;

2. Identifying those eligible individuals who need remedial education to enable those individuals to develop skills necessary to attain at least the level of self-sufficiency;

3. Sharing the costs of training and services to be provided; and

4. Developing a plan of service for the Supplemental Workforce Fund for Basic Skills which provides for the full utilization of available resources.

New Rule, R.2002 d.193, effective June 17, 2002.

See: 34 N.J.R. 448(a), 34 N.J.R. 2036(a).

Former N.J.A.C. 12:23-9.5, Eligible coursework, recodified to N.J.A.C. 12:23-8.4.

12:23-9.6 Basic skills funds are to supplement existing resources

Funds provided under this subchapter shall only be used for activities that are in addition to those activities that would otherwise be available in the absence of the funds provided under this subchapter.

New Rule, R.2002 d.193, effective June 17, 2002.

See: 34 N.J.R. 448(a), 34 N.J.R. 2036(a).

Former N.J.A.C. 12:23-9.6, Employment during semester, recodified to N.J.A.C. 12:23-8.5.

12:23-9.7 Monitoring and oversight

(a) The Department of Labor will monitor the overall effectiveness of the basic skills training provided under this subchapter to assess the programmatic, management and financial performance of recipients and grantees. The Department will consider the past performance of a recipient or grantee in evaluating application(s) for funding in subsequent years.

(b) The Workforce Investment Board will monitor the effectiveness of the basic skills training provided under N.J.A.C. 12:23-9.3(b) to assess programmatic, management and financial performance of grants awarded by the Commissioner. The Workforce Investment Board will consider the past performance of a recipient or grantee in evaluating application(s) for funding in subsequent years.

New Rule, R.2002 d.193, effective June 17, 2002.

See: 34 N.J.R. 448(a), 34 N.J.R. 2036(a).

Former N.J.A.C. 12:23-9.7, Application of general institution rules, recodified to N.J.A.C. 12:23-8.6.

12:23-9.8 Limitations on administrative costs for service providers

Not more than 10 percent of the monies received by any service provider pursuant to this subchapter shall be expended on the costs of administration. Such costs of administration do not include the costs of the direct provision of training.

New Rule, R.2002 d.193, effective June 17, 2002.

See: 34 N.J.R. 448(a), 34 N.J.R. 2036(a).

Former N.J.A.C. 12:23-9.8, Inclusion of program in college enrollment count, recodified to N.J.A.C. 12:23-8.7.

12:23-9.9 Prohibition on use of funds

Supplemental Workforce Funds for Basic Skills shall not be spent on construction or purchase of facilities.

New Rule, R.2002 d.193, effective June 17, 2002.

See: 34 N.J.R. 448(a), 34 N.J.R. 2036(a).

Former N.J.A.C. 12:23-9.9, Financial obligation of eligible individual, recodified to N.J.A.C. 12:23-8.8.

SUBCHAPTER 10. RECORDS, REPORTS, AND PERFORMANCE

Authority
N.J.S.A. 34:15-1 et seq.

Source and Effective Date
R.2002 d.193, effective June 17, 2002.
See: 34 N.J.R. 448(a), 34 N.J.R. 2036(a).

12:23-10.1 Purpose

(a) The purpose of this subchapter is to set forth rules for collection of information on student enrollment, outcome, licensing, and credentialing that includes the use of the individual Social Security number. This information will be used for:

1. Developing the labor demand list for the Workforce Development Partnership Program and other employment and training programs;
2. Establishing standards for training and job placement;
3. Evaluating the effectiveness of programs and services under the State's workforce investment system; and
4. For other purposes as determined by the Commissioner.

12:23-10.2 Scope

This subchapter shall apply to approved training or service providers and qualified agencies which oversee education and training at an approved training provider or issue an occupational license or credential.

12:23-10.3 Reporting requirements

(a) Each provider shall maintain appropriate records and reports and make any records available upon request for monitoring or inspection by the Commissioner including:

1. A record for each student enrolled, including the student's name, Social Security number, address upon enrollment, and other information as required by the State Employment and Training Commission and/or the NJOICC;
2. A record of all direct, administrative and overhead expenses of the grantee related to the provision of employment and training services funded under this chapter, including matching costs;
3. Financial reports as may be required by the Commissioner;
4. Reports of the enrollments and outcomes in occupational training and basic skills programs that provide information pursuant to the performance requirements of this chapter; and

5. Any other information deemed appropriate by the Commissioner for a specific grantee or service provider.

(b) Individual student outcome information is required for all eligible individuals covered by this Act.

1. A qualifying agency or an approved training or service provider shall report student outcome and licensing information, including Social Security numbers, to the State Employment and Training Commission through the New Jersey Occupational Information Coordinating Committee.

2. Any entity that reports student outcome or licensing information to a qualifying agency or an approved training or service provider shall request that its students or licensees voluntarily provide their Social Security numbers. Such request shall state that:

i. The disclosure of the Social Security number is voluntary;

ii. The Social Security numbers will be used by the NJOICC and SETC to prepare a labor demand list, to establish standards for training and job placement, and to evaluate the effectiveness of programs and services under the State's workforce investment system, and for other purposes as determined by the Commissioner; and

iii. The NJOICC and SETC are authorized to access the files and records of other State agencies which administer or fund employment and training programs by N.J.S.A. 34:15C-6(h) and may request the voluntary disclosure of Social Security numbers through the Commissioner of Labor's authority under N.J.S.A. 34:15B-40 and 34:15D-8, provided such request is made in accordance with the Privacy Act, 5 U.S.C. § 552(a)(note)(b).

3. The information required by this subsection shall be provided on a schedule to be determined and published by the NJOICC and the SETC.

12:23-10.4 Disclosure of information

(a) Information collected by the NJOICC from qualifying agencies or from approved training or service providers will only be utilized for authorized governmental purposes. The NJOICC will only use aggregate statistical summaries of individual data in assessing or evaluating any program.

(b) The SETC and NJOICC will not publish or otherwise release information which could identify any person.

(c) The SETC and NJOICC will deny access to any correspondence, documents or data information where non-disclosure is necessary to protect the public interest.

12:23-10.5 Performance standards and evaluation

(a) Performance standards shall be established for all training programs including basic skills training programs. Performance standards shall be established in accordance with the Strategic Five-Year Unified State Plan for New Jersey's Workforce Investment System.

(b) The State Employment and Training Commission shall review and evaluate the operations of programs supported by the New Jersey Employment and Workforce Development Act, with special consideration to how these programs assist in the implementation of the goals of the Strategic Five-Year Unified State Plan for New Jersey's Workforce Investment System, and shall consult with the Commissioner of Labor regarding its findings.