

WORKFORCE PELL PROGRAM APPROVAL PROCESS

DELIVER PROGRAM + COLLECT DATA

Training provider runs the eligible program for a full year and collects student performance data during this period.

VERIFY LABOR MARKET ALIGNMENT

Confirm program aligns with state labor market needs by verifying the related SOC code is on the state's approved occupation list.

ARTICULATION TO CREDIT REVIEW

Ensure the program is stackable and verify alignment to credit-bearing pathways.

COMPETENCY REVIEW + VALIDATION

Create competency framework, complete the Competency Review Form, present both to employers, and secure three Employer Validation Forms confirming demand and portability.

SUBMIT PROGRAM FOR REVIEW

First submit the electronic Workforce Pell application through Adobe Sign. Then complete a Eligible Training Provider List application in SDWORKS and upload supporting documentation including student performance data to the DLR.

DLR + STANDING COMMITTEE REVIEW

DLR and a Workforce Development Council (WDC) standing committee will review program eligibility. May include follow-up questions or correspondence with the provider.

RECOMMENDATION TO WDC

If approved, the WDC recommends the program to the Governor or Designee, and both issue a Workforce Pell Determination to the provider for submission to the U.S. Department of Education. If not approved, the WDC issues a determination with the reason for ineligibility.

ANNUAL RENEWAL

Provider submits updated performance information annually to ensure continued eligibility.