



## Local Board Determination Training APPEAL REQUEST FORM

Agency: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Program: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Local Board Determination Training: Appeal Request for NAME Program Year XXXX-XXXX

**State justification for appeal request (attach additional pages as necessary):**

This form must be either: 1) mailed or delivered to Employers' Training Resource, America's Job Center of California, 1600 E. Belle Terrace, Bakersfield, CA 93307, second floor, east wing, addressed to Brandon J. Evans, Director, Employers' Training Resource, and be received **no later than 5:00 p.m. on the fifth business day after the Workforce Development Board meeting** at which funding recommendations for Program Year XXXX-XXXX were approved; or 2) emailed by the above deadline to brandone@kerncounty.com and shumakerj@kerncounty.com.

## APPEAL PROCEDURES

Agencies may appeal a decision using the following procedures:

- a. When a provider's training program is not recommended for Local Board Determination Training approval, and the agency can show that the application did not receive due consideration or that other irregularities existed, the agency may appeal the recommendation to the Kern, Inyo, and Mono Counties Workforce Development Board (WDB).
- b. The appeal must be in writing and submitted to the Employers' Training Resource (ETR) Chief Workforce Development Officer **no later than five (5) business days** after the WDB meeting at which the Local Board Determination Training List recommendations were approved.
- c. The appeal letter must be attached to the ETR "Appeal Request Form." Specific reasons for the appeal must be included and should be limited to the issues of due consideration and/or irregularities of process noted above.
- d. **ETR's Chief Workforce Development Officer** will forward all appeals to the Executive Committee of the WDB. The Executive Committee will be responsible for reviewing the application, evaluation forms, or other related information to determine whether the grounds for the appeal are substantiated. This Committee will have the authority to reconsider the recommendation if warranted. Additional materials not included in the original appeal may not be introduced as an agenda item at the Executive Committee Board Meeting. A maximum of two (2) representatives of the agency will be allowed to present their arguments (**for not longer than ten minutes**), which must be limited to the issues of due consideration and/or irregularities of process as described above. Decisions of the Executive Committee are final. A decision from the Executive Committee will be made and transmitted to the agency and the WDB **no later than three weeks (or 15 business days)** after the appeal submission deadline.

For further information regarding the Local Board Determination Training process, please contact the ETPL Coordinator at (661) 336-6953.