

QUICK START GUIDE TO THE SBDAP PROGRAM FOR PROVIDERS

FOR MORE INFORMATION, VISIT
<http://workforcetrainingfund.org/programs/direct-access-program/>

The Small Business Direct Access Program (SBDAP) has a new home. Visit our website to check business eligibility. Additional resources will be provided separately. For questions, email mte@commcorp.org.



1 Enrollment request

Businesses will now be prompted to contact providers directly for information about course schedule and enrollment.

Your preferred contact information, including phone, email and website, will be posted on our website along with your SBDAP approved course offerings.



2 Check eligibility

The SBDAP program will continue to pay 100% of approved fees for eligible enrollments.

Before accepting an enrollment, please validate that the business is on the SBDAP Eligible Business List, posted on our website. If eligible, move to Step 4.

For businesses that are not yet eligible, continue to Step 3.



3 Or, register for SBDAP

If a business is not yet eligible, but wants to access available SBDAP training, please direct them to our website to register and check their eligibility.

Eligibility determination will continue to take up to three weeks to process.

We will contact businesses if there is a problem with their registration. Eligible businesses will be placed on the SBDAP Eligible Business List, and remain eligible until June 30, 2021.



4 Process Enrollment

You will now process enrollment requests using your existing systems and enrollment policies, and manage enrollments according to your usual operating procedures.

Enrollments do not need to be submitted to CommCorp for approval before training begins, but providers must validate business eligibility before accepting an enrollment.

Providers may apply their own enrollment and cancellation policies for SBDAP enrollments.



5 Conduct training

With this new approach, providers are free to manage training delivery according to their clients' needs, including making unlimited changes to course schedules and rosters.

Maintain good records, communicate directly with businesses and trainees about changes, and invoice us when training is complete.



6 Invoice for Payment

Providers will receive a comprehensive grant management tool, with the following features:

- Invoice Template
- Grant Finance Summary
- Transaction History
- MTE Reconciliation

Payments will be disbursed in full after training is completed based on actual completions (≥50% complete). Providers may invoice as frequently as once monthly, or less often, as needed.