

THE MISSISSIPPI PARTNERSHIP WORKFORCE DEVELOPMENT AREA

PROCEDURES FOR INDIVIDUAL TRAINING ACCOUNTS

Revision Date: July 1, 2016

The Mississippi Partnership Procedures for ITAs

The purpose of these procedures is to set forth guidelines how the ITAs will be implemented within parameters of the approved Mississippi Partnership ITA policy. These procedures are in conjunction with requirements set forth in the ITA policy. All ITAs must be entered into the State of Mississippi's ETPL – ITA system. In order to receive an ITA, participants must follow the guidelines of the Smart Start Career Pathway as approved by the fiscal agent and the Mississippi Partnership Local Workforce Development Board

1. Case management

The provision of case management to make determinations of which persons truly need training will be utilized by all staff, and will include the following [WIOA Section 134(c)(3)(A)]:

For adults and dislocated workers to receive training services,

- a. Persons must have been determined by the one-stop operator, after an interview, evaluation, or assessment, and career planning:
 - i. Unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services;
 - ii. To be in need of training services; and
 - iii. To have the necessary skills and qualifications to successfully participate in the selected program of training services.
- b. Prior to placing an individual in training, the case manager must provide the following:
 - i. Interview
 - ii. Evaluation or Assessment
 - iii. Career Planning

2. Application process for approval of an ITA

- a. Participant must have received an interview, evaluation or assessment, and career planning, and be unlikely or unable to obtain or retain employment providing a self-sufficient wage or wages comparable to or higher than wages from previous employment through career services.
- b. Prior to entry into training services, a priority of services rating sheet must be completed (individuals enrolled in WIOA under the adult program), with those individuals who score five or more points being given top priority for these services. If no waiting list exists, those persons who receive any points on the rating scale must immediately receive appropriate WIOA Title I adult career or training level services. If a request for training is made, a separate rating sheet must be completed.
- c. Participant must apply for a Pell Grant or other financial aid if applicable, certify commitment to attend classes, and agree to provide attendance information and grades or progress reports while enrolled in WIOA approved training activities. A copy of the application for the Pell or the subsequent award must be attached to the participant file when applicable.

The participant seeking training must apply for all known available financial assistance and provide proof of a Pell Grant, except when the training program selected is not eligible for Pell participation. If a participant received any Pell funds, it must be applied first and if there's a balance, WIOA may pick up the remaining cost. This will allow the training provider to make adjustments based on participant needs.

- d. One-Stop staff must develop an IEP and document that the individual is in need of training services.
- e. Participant, after counseling and selecting a demand occupation, may choose a training

provider from the state eligible training provider list.

- f. Upon completion of the training participant must agree to supply the WIN Job Center with a copy of the credential received, and upon entry into unsubsidized employment, must agree to supply the name of the employer along with wage/salary information.
- g. Participant must agree to participate in employment contact activities to determine employment and wages at pre-determined intervals upon entry into unsubsidized employment.

3. Payments from ITAs may be made in a variety of ways, including electronic transfer, vouchers, or other appropriate methods. Payments may also be made incrementally, through payment of a portion of the costs at different points in the training course.

4. Disbursement procedures for ITAs

- a. Since no regular ITA may be written for more than the amount approved and listed on the State Eligible Provider List or (1) \$1,500 per semester for training length longer than a year, (2) \$1,500 for training length of one year or less each semester, up to \$3,000, or (3) \$2,500 for truck driver training (whichever is less), the list as supplied to the operator by the Fiscal Agent must be consulted before any participant is enrolled into a program of training. For further guidance, see Attachment A.
- b. The One-Stop WIOA staff must obtain required information from the training provider regarding the cost information for the training program to be entered on the WIOA Individual Training Account Award Page.
- c. The cost information entered on this page must be exactly the same as the cost information that is entered on the WIOA Individual Training Account Invoice when the training entity requests payment, and also may not exceed the amount approved on the State Eligible Provider List.
- d. Payments from ITAs written in the Mississippi Partnership Local Workforce Development Area will be made after enrollment of the participant into the training program, and upon submission of a properly completed WIOA Individual Training Account Invoice.
- e. Costs which are not directly associated with tuition, books, supplies, and fees for the training program are not authorized.

5. Tracking expenditures

Upon receipt of invoices from the training provider, the one-stop operator will:

- a. Review invoices for accuracy;
- b. Cross-check provider names and training costs with the state ETPL to ensure the provider is listed and the amounts are approved;
- c. Assure that only allowed costs are included;
- d. Process invoice for payment for the current period or semester of instruction; and
- e. Send payment to the training provider for the current costs.

Periodic monitoring will be accomplished by the Mississippi Partnership fiscal staff to ensure that proper procedures have been followed.

6. Refund policy

If any student withdraws from a training program, refunds will be returned to the local One-Stop operator as per that training provider's published policy, if one is available. If the training provider does not have a published refund policy, the refund policy contained as Attachment C to the Mississippi Partnership Eligible Training Provider Certification Policy will be utilized. No refunds of WIOA Individual Training Account funds will be paid directly to participants.

Attachments:

- A Training Length Equivalents
- B MPWDA Demand Occupation List
- C MPWDA Refund Policy for WIOA Eligible Training Providers

TRAINING LENGTH EQUIVALENTS

The following table gives the guidelines for determining the length of a training program when the duration as listed on the Eligible Training Provider List does not conform to the standard school semester format. Any training length as shown on the eligible training provider list that is not included in this table shall be referred to the fiscal agent for definition.

Training Defined by:				
Semesters	One Semester	Two Semesters	Three Semesters	Four Semesters
Years	N/A	One continuous twelve month time period	N/A	One continuous twenty-four month time period
Months	Less than five months	Five months through twelve months	More than twelve months but not more than eighteen months	Any training with a duration in excess of eighteen months
Weeks	Eighteen weeks or less	Two full eighteen week training periods	Three full eighteen week training periods	Any training with a duration in excess three full eighteen week training periods
Days	90 days or less	91 days through 260 days, inclusive	261 days through 390 days, inclusive	Any training in excess of 390 days
Hours	720 hours or less	721 hours through 2,080 hours, inclusive	2,081 hours through 3,120 hours, inclusive	Any training in excess of 3,120 hours

Maximum WIOA Contributions

- **Training with a length of one year or less:** \$1,500 per semester, with a maximum of \$3,000 for duration of the training
- **Training with a length of more than one year:** \$1,500 per semester, with a maximum of \$6,000 for the duration of the training
- **Truck Driving Training:** \$2,500 maximum amount for the duration of the training.

**THE MISSISSIPPI PARTNERSHIP
REFUND POLICY FOR WIOA ELIGIBLE TRAINING PROVIDERS**

This refund policy shall apply to entities requesting and receiving approval as a Workforce Innovation and Opportunity Act Eligible Training Provider as allowed by PL 113-128 Section 122 and its regulations.

If the Eligible Training Provider (ETP) already has a refund policy in place through its accrediting entity, in its standard catalog, or in other widely distributed official form, the existing policy will be used. In the absence of an existing refund policy, the ETP shall adopt the following refund policy based on MS Code Sec. 75-60-18 regarding proprietary schools as follows. The following policy will not summarily supersede an existing policy; rather the following policy will be implemented if the ETP does not have a refund policy.

- I. The tuition refund policy for the first term or quarter of any program at ETPs relevant to this policy shall be as follows:
 - A. For programs that are divided into quarters of up to fourteen (14) weeks, the ETP shall evenly divide the total tuition charges among the number of quarters. After instruction is begun at an ETP, if a student withdraws or is discontinued, the school may retain no more than:
 1. Zero percent (0%) of the quarter's tuition if the termination is during the first week of instruction; or
 2. Twenty-five percent (25%) of the quarter's tuition if the termination is during the second week of instruction; or
 3. Fifty percent (50%) of the quarter's tuition if the termination is during the third week of instruction; or
 4. Seventy-five percent (75%) of the quarter's tuition if the termination is during the fourth week of instruction; or
 5. One hundred percent (100%) of the quarter's tuition if the termination occurs after the fourth week of instruction.
 - B. For programs organized by terms of fifteen (15), sixteen (16), seventeen (17), or eighteen (18) weeks each, the ETP shall evenly divide the total tuition charges among the number of terms. After instruction is begun at an ETP, if a student withdraws or is discontinued, the school may retain no more than:
 1. Zero percent (0%) of the term's tuition if the termination is during the first week of instruction; or
 2. Twenty percent (20%) of the term's tuition if the termination is during the second week of instruction; or
 3. Thirty-five (35%) of the term's tuition if the termination is during the third week of instruction; or
 4. Fifty percent (50%) of the term's tuition if the termination is during the fourth week of instruction; or
 5. Seventy percent (70%) of the term's tuition if the termination is during the fifth week of instruction.
 6. One hundred percent (100%) of the term's tuition if the termination occurs after the completion of the fifth week of instruction.

II. The tuition refund policy for the second, third, and subsequent term(s) or quarter(s) of any program at ETPs relevant to this policy shall be as follows:

- A. For programs that are divided into quarters of up to fourteen (14) weeks, the ETP shall evenly divide the total tuition charges among the number of quarters. After instruction is begun at an ETP, if a student withdraws or is discontinued, the school may retain no more than:
 - 1. Twenty-five (25%) of the quarter's tuition if the termination is during the first week of instruction; or
 - 2. Fifty percent (50%) of the quarter's tuition if the termination is during the second week of instruction; or
 - 3. Seventy-five percent (75%) of the quarter's tuition if the termination is during the third week of instruction; or
 - 4. One hundred percent (100%) of the quarter's tuition if the termination occurs after the third week of instruction.
- B. For programs organized by terms of fifteen (15), sixteen (16), seventeen (17), or eighteen (18) weeks each, the ETP shall evenly divide the total tuition charges among the number of terms. After instruction is begun at an ETP, if a student withdraws or is discontinued, the school may retain no more than:
 - 1. Twenty percent (20%) of the term's tuition if the termination is during the first week of instruction; or
 - 2. Thirty-five (35%) of the term's tuition if the termination is during the second week of instruction; or
 - 3. Fifty percent (50%) of the term's tuition if the termination is during the third week of instruction; or
 - 4. Seventy percent (70%) of the term's tuition if the termination is during the fourth week of instruction.
 - 5. One hundred percent (100%) of the term's tuition if the termination occurs after the completion of the fourth week of instruction.

III. Other Requirements

- A. No program/course shall have a term in excess of eighteen (18) weeks.
- B. The amount of the refund shall be calculated based on the last day of student class attendance.
- C. Any refund due shall be paid by the ETP within forty-five (45) days of the date on which the student withdraws from the program. For the purposes of this policy, such date shall be the earliest of (1) the date on which the student gives written notice to the ETP or (2) the date on which the student is deemed to have withdrawn, as herein provided.
- D. If a student has failed to attend classes for a period of thirty (30) calendar days, the ETP shall send by regular mail a notice to the student, and a copy to MDA, that the student shall be deemed to have withdrawn from the program if the student does not notify the school to the contrary within twelve (12) days from the date on which the letter is sent. If the student fails to respond within such twelve-day period, the student shall be deemed to have withdrawn and the appropriate refund shall be made.
- E. The Local Workforce Area and the State of Mississippi reserve the right to negotiate a provider's existing refund policy or enforce the standard policy if such existing policy is found to be excessive.