

<b>WORKFORCE INVESTMENT BOARD of TULARE COUNTY</b> <b>WORKFORCE INVESTMENT ACT TITLE I-B ACTIVITIES</b>	<b>DATE:</b> <b>February 13, 2010</b>
	<b>SUBJECT:</b> <b>WIA Tuition Reimbursement</b>

**WIB DIRECTIVE**

**TCWIBD 10-02**

**TO:**           WIB Service Providers  
WIB ETPL Vendors  
WIB Occupational Skills Training Vendors  
WIB Staff

**SUBJECT:** RECOVERY OF WIA TUITION AND TRAINING FUNDS

**EXECUTIVE SUMMARY**

**Purpose:**

The purpose of this directive is to inform the WIB Service Providers, ETPL Vendors, and Staff of the policies and procedures in place to recover Workforce Investment Act (WIA) training and/or tuition refunds.

**Scope:**

This directive applies to all subrecipients of WIA funds.

**Effective Date:**

This directive is effective upon date of issue.  
Supersedes: TCWIBD-04-3

**References:**

- One-Stop Comprehensive Financial Management Technical Assistance Guide (TAG), Department of Labor, July 2002, Chapters II-6-9, WIA Individual Training Accounts (ITA)
- WIA Section 185(c)(3)
- Title 20 Code of Federal Regulations (CFR), WIA Final Rule, Section 667.410(a)(1)
- Title 20 CFR Part 663, Subpart D
- Title 29 CFR Part 97.37
- Office of Management and Budget Circulars (OMB) A-87, Cost Principles for State, Local and Indian Tribal Governments
- WIA Information Bulletin [WIAB03-94](#), Recovery of WIA Tuition and Training Refunds (June 23, 2004)

**WORKFORCE INVESTMENT BOARD OF TULARE COUNTY (WIB) – IMPOSED REQUIREMENTS:**

This directive contains WIB-imposed requirements. These requirements are in ***bold, italic print***.

#### **FILING INSTRUCTIONS:**

Retain this directive until further notice.

#### **BACKGROUND:**

The WIA Final Rule, Title 20 CFR 667.410(a) (1) states it is the responsibility of the recipient and each subrecipient to conduct regular oversight and monitoring of its WIA activities and those of its subrecipients and contractors in order to determine expenditures have been made against the cost categories and within the cost limitations specified in WIA and the regulations. A recent Department of Labor audit found that some subrecipients do not have a process or procedure in place for the recovery of unused WIA training monies and/or tuition refunds.

#### **POLICY AND PROCEDURES:**

##### Policy:

- ❑ ***ETPL Vendors may invoice for full term or semester, as stated in electronic ITA voucher, after participant begins training. If term or semester is not applicable, full payment may be invoiced after participant begins training.***
- ❑ ***Recovery of any unused funds will be made according to the policy and procedure in this Directive.***
- ❑ ***It is the responsibility of the ETPL Vendor to provide its standard policy on tuition reimbursement and the amount of tuition that must be paid in advance to enroll or accept a participant. This policy will be directed to the WIB.***
- ❑ ***It is the responsibility of the Occupational Skills Training (OST) Case Manager to determine, for any participant assigned to their caseload, if a refund is due for early termination of a participant's training.***
- ❑ ***Each month the OST Case Manager should check with their assigned ETPL Vendors to ensure participants assigned to their caseload are still in the training program.***
  - ***It is the responsibility of the OST Case Manager to notify the WIB Fiscal unit if a refund is due for early termination of a participant's training and to modify the training costs in the Virtual One Stop system (VOS) employmentconnect.org to ensure revised training costs are allocated appropriately.***
- ❑ ***It is the responsibility of the WIB Fiscal Unit to collect any outstanding training and/or tuition refund.***

##### Procedure:

***WIB Workforce Development Program Coordinator responsible for ETPL Vendor contract management will obtain the designated ETPL Vendor's standard policy regarding the amount of tuition that must be paid in advance to enroll or accept a participant. The TAG Chapter II-6-9 states that "unless specifically required as a condition of attendance, as in a tuition payment required before beginning a formal training course, payment should not be made in advance of the receipt of services." WIB staff should negotiate any advanced payments with the***

**training provider in order to minimize out of pocket expense prior to the start of training. The WIB Workforce Development Program Coordinator will collect and disseminate each Vendor's standard policy on tuition reimbursement.**

**The WIB staff must also verify the refund policy of the ETPL Vendor for early termination of the participant from the training program. The refund policy should include:**

- ❑ Percentage of the advanced payment to be returned upon non-completion of courses**
- ❑ Turnaround time of refund**
- ❑ Time spent in training before a refund will no longer be honored**
- ❑ Requirement for the ETPL Vendor to notify the WIB of early participant dropout**

**The tuition reimbursement agreements will be referenced in the vendor contract to ensure prompt return of any unused WIA funds for early participant dropout.**

**Each month OST Case Manager should check with ETPL training providers to ensure clients are still in the training program. If services are no longer being rendered within the refund time line agreed upon in the Vendor's standard policy on tuition reimbursement, a refund for the portion of services not received must be recovered. Failure to recover these costs will result in an audit finding and disallowed costs.**

**The ETPL Vendor will insure that the student referred for training is offered the opportunity to apply for financial assistance under the Higher Education Act (HEA) i.e. PELL Grants, etc. The Vendor will provide the WIB with the name of the students that receive grants. Grant funds will be returned to the WIB or disposed of as agreed upon by the ETPL Vendor and the WIB. The ETPL Vendor will on a quarterly basis, provide the WIB with the amounts and disposition of all grants received by the student attending training.**

**ACTION:**

Bring this directive to the attention of all appropriate staff and subrecipients WIA funded programs.

**INQUIRIES:**

Please direct questions about this directive to the Workforce Investment Board of Tulare County at (559) 713-5200.

ADAM PECK  
Executive Director

AP:DM