

>>>> WIA Participant Handbook



2011 - 2012

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TRAINING COSTS

- Training will be limited to up to two (2) years in length.
- Should the total cost of training (tuition, fees, books, and supplies) exceed the maximum allowable, then WIA funds will be applied in the following order:
 - 1.tuition
 - 2.books.
- Training must be toward a high demand career, suitable, and available at a reasonable cost.

FINANCIAL AID

- You must apply for financial assistance programs under Title IV of HEA each year in order for WIA funding to be considered. You must apply even if you think you may not be eligible for those grants. Your file must reflect your award or denial letter. The website for financial aid is www.fafsa.ed.gov.
- If the cost of attendance (COA) exceeds the amount of other financial aid, WIA will pay for tuition and books not to exceed the difference between the financial aid available and the COA. If you receive financial aid designated specifically for tuition and books, WIA will only pay the difference when financial aid does not cover all such costs.
- You must inform your Workforce Specialist prior to taking out any loans. Loans may disqualify you from your current benefits (i.e. cost of training, TAA, grants from school).

INVOICES

(Travel & Attendance for Adult, Dislocated Worker, and Youth Participants – not Trade)

Travel assistance is available only to those participants traveling more than 50 miles one way. You must still report monthly attendance even if you are not eligible for travel assistance.

Attendance must be continuous. You may not stop attending training without prior approval from your Workforce Specialist. Ceasing to attend training without prior approval will mean that you are not in compliance with the Individual Training Account Agreement and shall result in the discontinuation of WIA funding. (You are not required to attend Summer sessions to satisfy this requirement unless you are a Trade participant.) Here are the guidelines to remember when completing your forms:

1. Attendance / Travel Invoices must be completed in ink.
2. Attendance / Travel Invoices must be signed and dated by both the participant and the Instructor / School official on or after the last day for which the participant is requesting reimbursement / reporting attendance.
3. The "Total" on the invoice MUST be written in before anyone signs the invoice.
4. Any corrections or changes to numbers or dates on an invoice must be initialed by all persons that are required to sign the invoice. Attendance / Travel Invoices corrected with white-out will not be processed.
5. If there is any questionable information on an invoice, or if it is completed incorrectly, delays may occur for reimbursement. If the invoice is not corrected, there will be no reimbursement.
6. It is the participant's responsibility to inform the Workforce Specialist of any address changes that may affect miles traveled. Documentation will be required for any changes. Mileage is calculated according to Mapquest.com.
7. It is recommended that participants not rely on support service checks to pay important bills. Checks are processed every two weeks; however, the payments are determined by when the participant submits his/ her invoice within the processing period. If an invoice is completed correctly, it will be processed within 2-3 weeks. If an invoice is completed incorrectly, it may take longer to process.

8. **ATTENDANCE / TRAVEL INVOICES MUST BE RECEIVED NO LATER THAN THE 10TH OF THE FOLLOWING MONTH** for which attendance is being reported or reimbursement is being requested. If they are not received by the 10th of the following month they will NOT be paid. If a participant submits two (2) late invoices, he/she will lose his/her support service.
 9. All Transportation Payments are subject to the availability of funds and can be canceled without warning at any time.
- ◆ If you are receiving travel assistance, these forms should be mailed to: Bluegrass Workforce Investment Act, WIA Financial Quality Control Specialist, 699 Perimeter Drive, Lexington, KY 40517. If you are not receiving travel assistance, you must submit these forms to your Workforce Specialist.

INVOICES

(Travel & Attendance for Trade Participants)

Travel assistance is available only to those participants traveling more than 10 miles one way. You must still report monthly attendance even if you are not eligible for travel assistance.

Attendance must be continuous. You may not stop attending training without prior approval from your Workforce Specialist. Ceasing to attend training without prior approval will mean that you are not in compliance with the Individual Training Account Agreement and shall result in the discontinuation of WIA funding. Trade participants are required to maintain full-time enrollment, including during the summer. Here are the guidelines to remember when completing your forms:

1. Attendance / Travel Invoices must be completed in ink.
 2. Attendance / Travel Invoices must be signed and dated by both the participant and the Instructor / School official on or after the last day for which the participant is requesting reimbursement / reporting attendance.
 3. The "Total" on the invoice MUST be written in before anyone signs the invoice.
 4. Any corrections or changes to numbers or dates on an invoice must be initialed by all persons that are required to sign the invoice. Attendance / Travel Invoices corrected with white-out will not be processed.
 5. If there is any questionable information on an invoice, or if it is completed incorrectly, delays may occur for reimbursement. If the invoice is not corrected, there will be no reimbursement.
 6. **ATTENDANCE / TRAVEL INVOICES MUST BE RECEIVED NO LATER THAN THE 10TH OF THE FOLLOWING MONTH** for which attendance is being reported or reimbursement is being requested. If they are not received by the 10th of the following month they will NOT be paid. If a participant submits two (2) late invoices, he/she will lose his/her support service.
 7. It is recommended that participants not rely on support service checks to pay important bills. Checks are processed every two weeks; however, the payments are determined by when the participant submits his/her invoice within the processing period. If an invoice is completed correctly, it will be processed within 2-3 weeks. If an invoice is completed incorrectly, it may take longer to process.
 8. Mileage rate is subject to change according to Federal prevailing rates found at www.gsa.gov/mileage.
 9. Maximum per day reimbursement is \$19.50 for training providers in all counties except Fayette County which is \$24.50 according to the US General Services Administration Per Diem Rate.
 10. All Transportation Payments are subject to the availability of funds and can be canceled without warning at any time.
- ◆ If you are receiving travel assistance, these forms should be mailed to: Bluegrass Workforce Investment Act, WIA Financial Quality Control Specialist, 699 Perimeter Drive, Lexington, KY 40517. If you are not receiving travel assistance, you must submit these forms to your Workforce Specialist.

INVOICES

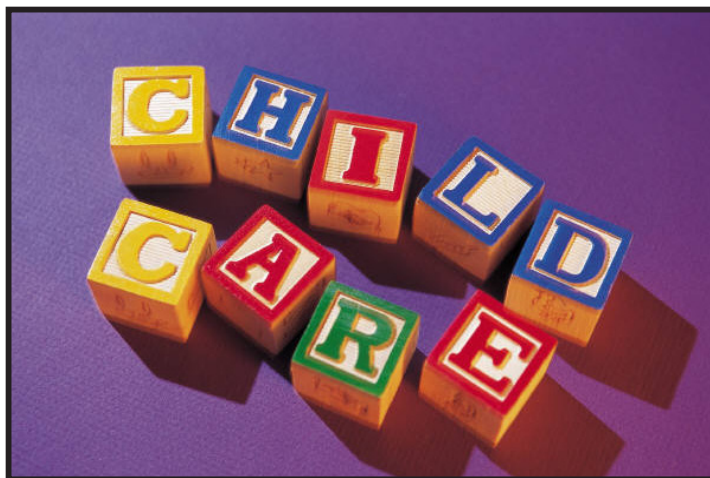
(Childcare for Adult, Dislocated Worker, Youth, and Trade Participants)

Childcare assistance may be available to participants whose children are enrolled in a licensed or certified childcare provider, not including preschool/grade school charging tuition. No childcare assistance will be approved for unregulated childcare providers.

In order to be considered for childcare assistance, you must first apply for assistance through the Child Care Assistance Program. Your Workforce Specialist can provide you with the contact number for your county.

1. Invoices must be completed in ink.
2. Invoices must be signed and dated by the participant, the Instructor / School official, and the childcare provider on or after the last day for which the participant is requesting payment.
3. The "Total" on the invoice **MUST** be written in before anyone signs the invoice.
4. Any corrections or changes to numbers or dates on an invoice must be initialed by all persons that are required to sign the invoice. Invoices corrected with white-out will not be processed.
5. If there is any questionable information on an invoice, or if it is completed incorrectly, delays may occur for reimbursement. If the invoice is not corrected, there will be no reimbursement.
6. It is the participant's responsibility to inform his/her WIA Workforce Specialist of any changes to childcare rates prior to their effective date(s), providing written documentation from the childcare provider. If documentation is not provided with the submitted childcare invoice, payment will be made as usual and no adjustments will be made.
7. It is the participant's responsibility to inform his/her WIA Workforce Specialist of school age children's school breaks, providing written documentation from the child's/children's school and a written statement from the childcare provider of any changes in charges for those days/weeks. If documentation is not provided with the submitted childcare invoice, payment will be made as usual and no adjustments will be made.
- 8. INVOICES MUST BE RECEIVED NO LATER THAN THE 10TH OF THE FOLLOWING MONTH** for which payment is being requested. If they are not received by the 10th of the following month they will NOT be paid. If a participant submits two (2) late invoices, he/she will lose his/her support service.
9. It is recommended that participants not rely on support service checks to pay important bills. Checks are processed every two weeks; however, the payments are determined by when the participant submits his/her invoice within the processing period. If an invoice is completed correctly, it will be processed within 2-3 weeks. If an invoice is completed incorrectly, it may take longer to process.

*If you are receiving childcare assistance, these forms should be mailed to: Bluegrass Workforce Investment Act, WIA Financial Quality Control Specialist, 699 Perimeter Drive, Lexington, KY 40517.



REQUEST FOR TRAINING / INDIVIDUAL TRAINING ACCOUNT

A new Training Request must be made prior to the start of each semester / term as outlined in the schedule below. A new Individual Training Account (ITA) must be signed prior to the start of each semester/term based on the funding requested in the Training Request. The participant is responsible for scheduling this appointment and providing a copy of the upcoming class schedule, grades from the semester/term just completed, and book and supply estimate. BCTC students must print the book/supply estimate from www.whywaitforbooks.com.

Training Request Deadlines			
Training Begins	Completed Training Request Due	Decision Made	Signed ITA Due
December 1 - 31	November 1	November 15	7 Days Prior to Start
January 1 - 31	December 1	December 15	7 Days Prior to Start
February 1 - 29	January 1	January 15	7 Days Prior to Start
March 1 - 31	February 1	February 15	7 Days Prior to Start
April 1 - 30	March 1	March 15	7 Days Prior to Start
May 1 - 31	April 1	April 15	7 Days Prior to Start
June 1 - 30	May 1	May 15	7 Days Prior to Start
July 1 - 31	June 1	June 15	7 Days Prior to Start
August 1 - 31	July 1	July 15	7 Days Prior to Start
September 1 - 30	August 1	August 15	7 Days Prior to Start
October 1 - 31	September 1	September 15	7 Days Prior to Start
November 1 - 30	October 1	October 15	7 Days Prior to Start

TEXTBOOK PURCHASES

eCampus is the only vendor where you directly purchase your books. The only exclusions include college and universities which directly supply the required textbooks and invoice the WIA Program with tuition (i.e. Spencerian, National College, Sullivan, etc.).

Your Workforce Specialist will order your required textbooks based on your current schedule. The textbooks will be shipped directly to your mailing address (in some cases, picking up the textbooks may be an option, please consult your Workforce Specialist for more information). If you do not receive the correct textbooks, you will need to contact your Workforce Specialist immediately so they can rectify the problem.

If you choose to order your own textbooks, you will have to submit the original cash register or online receipt for reimbursement. Please remember that reimbursements will only be made for the required textbooks that are indicated on your syllabus. Reimbursements will not be made for taxes or any other miscellaneous items that are not required. All documentation must be submitted to the Financial Quality Control Specialist by 30 days following the beginning of classes and will be processed within 30 days from receipt. Any reimbursement requests submitted past this deadline will not be processed.

Send all requests for reimbursements with original receipts to:

**Financial Quality Control Specialist
699 Perimeter Drive
Lexington, Kentucky 40517**

The following are a list of items to be read and signed on the Book Purchase Agreement, if you have the Workforce Specialist purchase your text books. Please read the following bullets carefully:

- Purchases are made through eCampus.com.
- Returning students must submit class schedule at the time the ITA is signed.
- New students must submit class schedule as soon as it becomes available.
- You must be present at the time the books are ordered.
- All books will be ordered as "used" where available unless required as new (i.e.: lab manual, access codes, workbooks, CD's).
 - It is your responsibility to identify books that must be purchased as new .
- Returns and/or exchanges must be done within 30 days from the start of class.
 - Any exchanges must be approved and must take place through the WIA Program.
- If you purchase a book for a class that is later dropped, the WIA Program will not purchase that book again at a later date.
- A tracking number will be provided in order to track the shipment of books.
 - It is the client's responsibility to contact your Workforce Specialist, if your books have not arrived within 7 business days.

The following are a list of items to be read and signed on the Book Purchase Waiver, if you elect to purchase your text books and request reimbursement. Please read the following bullets carefully:

- By waiving the WIA Program's right to purchase your books it becomes your sole responsibility and you will not be eligible to request additional assistance with purchasing until next semester/term/quarter.
- An original receipt must be submitted within 30 days from the start of classes in order to receive reimbursement.
- Reimbursement will be made only up to the amount that is obligated by the WIA Program on the Individualized Training Request (ITA) for books.
 - Anything exceeding the obligated amount, non-approved purchases or additional purchases that are not part of the original request will not be reimbursed.
- There will be a one time reimbursement for each semester/term/quarter.
 - All receipts must be submitted together to receive reimbursement of the maximum amount requested or allotted (whichever is less).
 - Multiple submissions will result in the loss of reimbursement exceeding the first original receipt submitted.
- The WIA Program does not reimburse taxes or any other unnecessary expense.
- Returns and exchanges are your responsibility and the WIA Program is not responsible for covering the costs of any returns or exchanges.
 - Books purchased for a class that is later dropped and returned or exchanged will not be purchased again at a later date.

FULL-TIME STATUS

Adult and Dislocated Worker Participants are always encouraged to attend training full-time because of the two-year time frame limitations for WIA funding. "Full-time" is defined as the minimum number of hours required by the training facility's definition of full-time. Extenuating circumstances, such as required classes not being offered, may warrant attending training at less than full-time status. If the participant wishes to attend training less than full-time, the change in status must be requested in advance and approved, in writing, by the Workforce Specialist.

Dropping below full-time without your Workforce Specialist written approval can result in immediate termination from the WIA Program.

- ◆◆◆ Youth and Trade Participants are required to attend training full-time, as defined by the training facility, year round. Additionally, Trade participants cannot have a break in training that lasts longer than 30 days, not counting weekends and holidays.

INDIVIDUAL BUDGET

The Bluegrass Workforce Investment Act has funding limits for Adult, Low Income Adult, Dislocated Worker, and Youth participants.

An “Adult” participant attending a school following a semester schedule is eligible for a maximum of \$2750 for each fall and spring semester and \$500 for each summer semester up to two years (two fall semesters, two spring semesters, and two summer semesters). An “Adult” participant attending a school that is on a quarter system, is eligible for a maximum of \$1500 per term up to two years (eight quarters).

A “Low Income Adult,” “Dislocated Worker,” or “Youth” participant who began attending a school following a semester schedule after May 3rd, 2010 is eligible for a maximum of \$3250 for each fall and spring semester and \$1000 for each summer semester up to two years (two fall semesters, two spring semesters, and two summer semesters). A “Low Income Adult,” “Dislocated Worker,” or “Youth” participant attending a school that is on a quarter system, is eligible for a maximum of \$1875 per term up to two years (eight quarters).

A “Low Income Adult” is one for whom income documentation is available to substantiate that his/her income does not exceed 70% of the Lower Living Standard Income Level (LLSIL). See chart below.

Family Size	Anderson, Estill Franklin, Powell	Fayette, Madison Scott
1	\$10,830	\$10,830
2	\$14,570	\$14,570
3	\$18,310	\$18,310
4	\$22,050	\$22,500
5	\$25,790	\$26,556
6	\$29,935	\$31,058
Additional Member Add	\$4,145	\$4,502

The cost of training for a Dislocated Worker or Adult participant can include tuition and required books only. The cost of training for a Trade eligible participant can include tuition, fees, required books, and all other allowable miscellaneous training-related costs that are essential and documented by the training institution to be mandatory and required of all students for a particular course of study.

The Bluegrass Workforce Investment Area will pay for all required books and supplies listed on a Trade participant’s class syllabus, which are purchased through the campus bookstore, with the exception of tools and software. Tools and software will not be considered part of a participant’s training related costs.

The following is a partial list of allowable fees for Trade eligible participants:

- ✓ Registration fees
- ✓ Parking tag
- ✓ Enrollment fee
- ✓ Student activity fee

- ✓ Post-training exams such as the NCLEX
- ✓ State board exams or similar tests required for licensing fees
- ✓ Costs associated with graduation, such as the purchase of a cap and gown

The above fees are allowable if the cost is incurred before the ITA ending date or at a time deemed necessary for successful completion of the program by the Workforce Specialist. WIA will not pay for any costs incurred for training prior to the participant's starting classes for any term approved under the Individual Training Account Agreement.

All training must be toward specific occupational skill areas that are in high demand in the Bluegrass Workforce Investment Area. Courses must be only those required by the training institution for completion of the approved course of study. No correspondence courses or home study will be approved.

Required remedial/developmental classes will be approved for payment provided the course of study, including remediation, can be completed in the 2-year time frame. A participant's individual budget may also include support services, depending on BGWIA funding limits and other eligibility criteria. Trade participants may be eligible for additional weeks of training based on individual eligibility.

Participants will be financially responsible for payments as a result of the following:

- a. Costs incurred that did not receive prior approval from the Bluegrass WIA for changes such as ending date or course of study.
- b. Costs incurred for enrollment in a training term following the effective date of discontinuance of the Individual Training Account Agreement resulting from failure to meet satisfactory progress criteria.
- c. The cost of tuition and books for repeated classes previously paid by WIA.
- d. The cost of tuition and books not in your approved course of study.
- e. Duplicate purchase of books.
- f. Desktop supplies such as pens, paper, pencils, etc.
- g. Miscellaneous items not required for the approved course of study.
- h. Fees for accident/health insurance.
- i. Home study classes.
- j. Telecourses (unless the class is an online class, from a local College that is recognized as an online course, telecourse, or also known as a Distance Learning Course where the student communicates via e-mail and the Internet. These are also known as "Virtual University Courses")
- k. Courses audited.
- l. Any costs for a term for which the participant fails to begin attending classes.
- m. Any other costs not described in these guidelines and not approved for the course of study.

GRADES & SCHEDULE

Continuation of WIA payments is based upon satisfactory academic progress as documented by a Bluegrass Workforce Investment Area Workforce Specialist's review of your grades and compliance with other WIA classroom policies. You are responsible for bringing your grades and schedule to your Workforce Specialist after each grading period when you meet to sign your ITA for the following semester / term. Failure to do so can result in discontinuation of WIA funding.

CHANGING YOUR COURSE OF STUDY

The Bluegrass Workforce Investment Area does not allow a participant to change his/her course of study or training provider. Changes to either will result in discontinuation of WIA funds.

SATISFACTORY PROGRESS

Continuation of tuition payments will be based on the participant's making satisfactory progress. Satisfactory progress is defined as the minimum satisfactory grade level of the training facility's grading system (generally a 2.0 GPA). If a participant is placed on academic probation, or is not making satisfactory progress for one grading period, he or she may continue to attend training. However WIA funding will cease after a second consecutive grading period of unsatisfactory progress.

If the Workforce Specialist determines that the participant is not making satisfactory progress, or has changed his/her course of study without prior approval, WIA training funds could be de-obligated.

If the participant is making satisfactory progress and is in an approved course of study, but it appears that the participant cannot complete within the original contracted time frames due to circumstances beyond the control of the participant, an amendment may be done by the Workforce Specialist. However, if the circumstances were within the participant's control, WIA funding will cease.

INCENTIVE POLICY

Upon completion of training, you must provide your Workforce Specialist with a copy of your credential (i.e. certificate, diploma, license, etc.).

To reward you for finding employment, you may qualify for incentives in the form of gas cards for providing your Workforce Specialist with the following employment documentation in the allotted time frame.

You must sign an Individual Account for Support Service Only form to qualify for these incentives.

Questionnaire

Eligibility: Participant must be a Bluegrass WIA exit candidate. Participant can only receive one time.

Documentation: Once the participant has become an exit candidate by his/her WIA Workforce Specialist, he/she will receive up to 3 consecutive quarterly questionnaires. The participant must answer each questionnaire completely with indication of employment. If one of the questionnaires is not submitted correctly or within the allowed time frame, the participant will forfeit the ability to receive incentives for the following quarters.

Timeframe: Participant will have 2 weeks from the date on the questionnaire to submit it to his/her Workforce Specialist.

Award:

- 1st QTR – \$50 gas card
- 2nd QTR – \$25 gas card
- 3rd QTR -- \$25 gas card

CAREER CENTER LOCATIONS

**Danville Career Center
21 East Broadway
Danville, KY 40422
Phone: (859) 239-7411**

**Georgetown Career Center
1000 West Main Street
Georgetown, KY 40324
Phone: (502) 863-2402**

**Lexington Career Center
1055 Industry Road
Lexington, KY 40505
Phone: (859) 425-2190**

**Richmond Career Center
595 South Keeneland Drive
Richmond, KY 40475
Phone: (859) 624-2564**

**Winchester Career Center
15 W. Lexington Ave
Winchester, KY 40391
Phone: (859) 737-7793**

ACCESS POINT LOCATION

**Frankfort Local Office
1121 Louisville Road, Suite 6
Frankfort, Kentucky 40601
Phone: (502) 564-7046**