

EMPLOYMENT ADMINISTRATION
Workforce Innovation and Office of Apprenticeship
Policy Broadcast
PB 15-008
Tuition Reimbursement
Effective Immediately
Date Issued: June 18, 2015

This Policy Broadcast is to notify Local Workforce Investment Areas (LWIAs) and interested parties of the Workforce Investment Act (WIA) Title IB policy for tuition reimbursements.

COORDINATION OF WIA TRAINING FUNDS

WIA funding for training is limited to participants who are unable to obtain grant assistance from other sources to pay for the cost of training, or who require assistance in addition to that available from other sources. WIA funds are intended to supplement other sources of training grants. Therefore, LWIAs must ensure that WIA training funds are awarded only in instances when other sources of funding are not available or are insufficient in covering the participant's training costs. Alternative sources of funding that may be available include, but are not limited to:

- State-funded training funds;
- Trade Adjustment Assistance;
- Rehabilitation Act funds;
- Temporary Assistance for Needy Families;
- Federal Pell Grant funds; or
- Other Federal funds.

This provision does not apply to the GI Bill or other forms of Veteran's Administration (VA) education or training benefits. Veterans and spouses are not required to coordinate their entitlement to VA training benefits with WIA training funds. In addition, student loans should not be considered in determining an individual's overall need for WIA funds as participants should not be encouraged to take on student loans to cover educational costs.

DETERMINATION OF RESOURCES AVAILABLE FOR TRAINING

LWIAs will coordinate available training funds and make funding arrangements with eligible training provider to:

- (1) Identify all resources available to support the student, including Pell Grant, WIA and other sources of funding, but excluding student loans; and

(2) Compare the available resources with the individual's full cost of training.

The exact mix of funds is determined based on the availability of funding to ensure that the cost of the training program is fully paid. This determination must focus on the needs of the participant, including supportive service needs, to ensure that the training is completed successfully. Payment made to an eligible training provider must match the cost listed on Arizona's statewide Eligible Training Provider List (ETPL) for that specific program.

APPLICATION FOR THE PELL GRANT

All WIA program participants pursuing training at a Pell Grant eligible institution must apply for a Federal Pell Grant. Pell Grant eligibility is established by completing the Free Application for Federal Student Aid (FAFSA). LWIAs must maintain documentation in the participant's file to support the eligibility determination and award of the Pell Grant.

PELL GRANT REIMBURSEMENT

A participant may enroll in WIA-funded training while his/her application for a Federal Pell Grant is pending. Following the award of the Pell Grant, the training provider must reimburse the LWIA the WIA funds used to underwrite the training for the amount that the Pell Grant covers. The combined Pell Grant resources and the WIA resources must not exceed the individual's full cost of training. The LWIA must have a completed agreement with the educational institution and the WIA participant on file before any funds are paid to the training provider. This agreement must detail the amount to be initially paid by WIA and the agreement of the training provider and the participant to reimburse WIA through the Federal Pell Grant. Federal Pell Grants are awarded to cover tuition costs and education-related expenses. Only the amount of the grant that applies to the participant's tuition will be used to reimburse the expended WIA funds.

PROGRAM COST PRIOR TO WIA PARTICIPATION

Individuals may be attending school when they become WIA participants. In this situation, reimbursement of training costs is not allowed for payments made prior to WIA program participation. These costs may include books, tuition, fees, and other training expenses.

All requests for clarification should be sent via e-mail by your policy designee to WIAQandA@azdes.gov.