

MOUNTAIN AREA WORKFORCE DEVELOPMENT BOARD
POLICY ISSUANCE: JULY 25, 2013

**POLICY FOR PAYMENT AND TRACKING OF ADULT AND DISLOCATED WORKER TRAINING SERVICES
CLASSIFIED AS WORKFORCE CONTINUING EDUCATION, REMEDIAL AND/OR PREREQUISITE CLASSES**

The Mountain Area Workforce Development Board adopts this policy for the purpose of processing payment for tuition, required books and required fees associated with eligible Workforce Investment Act (WIA) clients participating in workforce continuing education, remedial and prerequisite courses.

Remedial and Prerequisite Classes

The term “prerequisite courses” in the context of this policy only refers to classes required by the education institution for full admission into a course of study. The term “prerequisite courses” does not apply to classes within a course of study that are required to be taken in sequence.

WIA funds can only be used to pay for tuition, required books and required fees related to prerequisite classes and remedial math and reading classes at the highest level required by the educational institution for full admission into the approved course of study. Students participating in lower levels of remedial instruction must successfully complete those levels before being enrolled in an approved WIA education/training course of study.

By State policy (Local Area Issuance No. 2000-03) WIA payment for tuition, required books and required fees related to participation in prerequisite and remedial courses must be made by means other than Individual Training Account vouchers. The Mountain Area Workforce Board will issue Cost Authorization Forms to educational institutions assuring payment of these costs for individual clients that are properly enrolled in local WIA programs. Funds provided for payment of tuition, required books and required fees related to participation in remedial education courses will be limited to \$500 or less. Payments for pre-requisite and remedial education classes will not be considered to be a part of a WIA client’s \$7,000 Individual Training Account limit.

Workforce Continuing Education Courses

WIA eligible clients may receive WIA financial support for participation in Workforce Continuing Education classes that provide a credential that is recognized by local employers, or that is established as a nationally recognized credential. Payment for tuition, required books and, required fees (including testing costs) related to credentialed Workforce Continuing Education classes will be limited to \$1,000 or less for an individual client. The Mountain Area Workforce Board will issue Cost Authorization Forms to educational institutions assuring payment for tuition, required books, and required fees (including testing costs) for individual clients who are participating in approved credentialed Workforce Continuing Education programs.

If clear, written justification can be established that completion of non-credentialed Workforce Continuing Education classes substantially enhances a client’s employment prospects, WIA support can be provided to assist with the cost of participation. Payment for tuition, required books and required fees for an enrolled WIA client’s participation in non-credentialed Workforce Continuing Education classes is limited to \$500. The Mountain Area Workforce Board will issue Cost Authorization Forms to educational institutions assuring payment of tuition, required books, and required fees for individual clients who are participating in approved non-credentialed workforce continuing education programs.

Payments for pre-requisite, remedial education, credentialed and non-credentialed workforce continuing education classes will not be considered to be part of a WIA long term training client's \$7,000 Individual Training Account limit.