

## ***Region VI Workforce Development Board***

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**TO: Region VI Training Providers**

**FROM: Maria Larry, Executive Director**

**SUBJECT: ITA's Invoicing Policies and Procedures**

**DATE: Revised September 19, 2017**

Each Region VI Training Provider will adhere to the following invoicing procedures based upon ITA Scholarship's issued to eligible WIOA participants for a maximum training period of 12 months at a time, not to exceed 24 months. WIOA Funds obligated to cover the training costs shall be in accordance with the following schedule:

- Maximum of \$4,000.00 for 0-600 clock hours of training (training time 6 months or less) \*
- Maximum of \$6,000.00 for 601-1200 clock hours of training (training time over 6 months to 12 months) \*
- Maximum of \$8,000.00 for 1201-1800 clock hours of training (training time over 12 months to 18 months) \*
- Maximum of \$10,000.00 for 1801-2400 clock hours of training (training time over 18 months to 24 months) \*

\*(Maximum amount will be calculated first on clock hours - then by number of months for those programs that don't measure in clock hours.)

WIOA participants attending training programs extending beyond 12 months will receive priority status in funding for the additional 12-month or less period, provided that the participant is still enrolled "fulltime" in the original training program, is making satisfactory academic progress, is in good standing with the training institution and WIOA funds are available. This information will be verified by completing the Enrollment Status Form provided by the career planner.

### **Invoicing Procedures**

1. 1<sup>st</sup> Year Enrollment Reimbursement: Fifty percent (50%) reimbursement of the WIOA approved funding can be requested by the Training Provider after the WIOA participant attends the first day of class - not to exceed \$3,000.
2. 1<sup>st</sup> Year Midpoint Reimbursement: The remaining fifty percent (50%) reimbursement of the WIOA approved funding can be requested by the Training Provider at the mid-point of

the first 12-month or less training program, not to exceed \$3,000. **NOTE:** For Training Providers to receive mid-point reimbursement, the WIOA participant must have attended at least eighty percent (80%) of the mid-point instructional hours or the Training Provider's attendance policy, whichever is higher. Midpoint reimbursement to WIOA participants taking On-Line courses will be made in accordance with ATTACHMENT A to the Region VI WDB ITA Policy revised 9/15/17.

3. 2<sup>nd</sup> Year Enrollment & Midpoint Reimbursement: Invoicing for a second 12 months or less of training will be processed as in steps 1 and 2 above, except the maximum amount will be \$2,000 at the beginning of the second 12-month or less period, and \$2,000 at mid-point of the second 12-month period. (Tuition Invoice Forms Attached)
4. All signed invoices must be received in the Region VI WDB Office no later than the 5<sup>th</sup> calendar day for Training Providers to receive payment for the prior month(s).
5. Invoices received after the 5<sup>th</sup> calendar day may not be processed until the following month.
6. All Training Provider and WIOA Participant signatures must be in blue ink.
7. Individual invoices must be submitted for each funding source. (Adult and Dislocated) Identifying information must be complete, including an invoice specific Invoice #. Please do not use the same invoice numbers on all invoices, i.e. dates, #1, etc. Sequential Example: 2017-01, 2017-02, 2017-03, etc.
8. All Training Providers shall have a refund policy for WIOA participants who discontinue training prior to the scheduled completion of their training program. The policy must meet the guidelines as set forth in the attached WIOA Refund Policy.
9. Electronic copies of the attached WIOA/ITA Tuition Invoice forms can be found on the Region VI Workforce Development Board's website under the Training Provider Tab at [www.regionviwv.org](http://www.regionviwv.org)

**Although no placement payments will be made to Training Providers, this does not relieve Training Providers in assisting in the placement process of participants. Non-Placement of participants will/can affect performance standards of Region VI WDB and may affect your recertification as a Training Provider.**