

## ***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  
(In-person and on-line training)**

**DATE: Revised April 25, 2022**

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 \$6,000.00 for 8-1200 clock hours of training (training time up to 12 months) \*
- Maximum of \$10,000.00 for 1201-1800 clock hours of training (training time over 12 months to 18 months) \*
- Maximum of \$12,000.00 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 (In-person Training)**

1. 1<sup>st</sup> Year Enrollment Reimbursement: One Hundred percent (100%) reimbursement of the WIOA approved funding can be requested by the Training Provider after the WIOA participant attends the first day of class. Approved ITA must be on file in Region VI WDB office and participant attendance must be verified by Career Planner prior to payment of invoice. One Hundred percent (100%) reimbursement does not relieve the training provider from submitting required refunds to Region VI in accordance with their approved refund

policy. (See # 3 for Refund Policy guidelines) **NOTE:** If a participant can complete more than 1200 clock hours within the 1<sup>st</sup> year and does not require a 2<sup>nd</sup> year ITA, then the full WIOA approved funding can be invoiced at this time. **EXAMPLE:** Participant completes a 1350 clock hour training in the first 12 months – approved WIOA funds of \$10,000 can be billed at the time of 1<sup>st</sup> Year Enrollment.

2. **2<sup>nd</sup> Year Enrollment Reimbursement:** Invoicing for a second 12 months or less of training will be processed as in step #1 above, except the maximum amount will be an additional \$4000 for 18 month or 1201-1800 clock hour programs **or** an additional \$6000 for 24 month or 1801–2400 clock hour programs. Again, One Hundred percent (100%) reimbursement after the first day of class does not relieve the training provider from submitting required refunds to Region VI in accordance with their approved refund policy. (See #3 for Refund Policy guidelines)
3. **Refund Policy Guidelines:** All Region VI Approved Training Providers are required under Title 135CSR20 9.1.i.3 to submit their school's refund policy to the WV Community and Technical College System for approval in order to operate in the State of West Virginia. The Region VI WDB fiscal manager will obtain copies of all approved refund policies to ensure that each school adheres to their respective refund policy in the event that a WIOA participant discontinues training prior to the scheduled completion of their training program. Non-compliance of the training provider's refund policy may result in a hold on future payments, until resolved.
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). Invoices will be accepted electronically or faxed provided they meet the signature guidelines in #6 of this policy.
5. Invoices received after the 5<sup>th</sup> calendar day may not be processed until the following month.
6. Region VI WDB will accept a range of common methods of electronic signatures provided they are an actual signature and not simply a name typed into a signature block. Blue ink is preferred for signatures if sending electronically or by mail.
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: 2021-01, 2021-02, 2021-03, etc.
8. Electronic and fillable downloads of the attached WIOA/ITA Tuition Invoice forms can be found on the Region VI Workforce Development Board's website under the Training & Education Tab at [www.regionviwv.org](http://www.regionviwv.org)

### **Invoicing Procedures (On-line Training)**

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 a maximum of \$3,000. Approved ITA must be on file in Region VI WDB office and participant attendance must be verified by Career Planner prior to payment of invoice.
2. **1<sup>st</sup> Year Midpoint Reimbursement:** The remaining fifty percent (50%) reimbursement of tuition can be requested once the participant has completed a minimum of 50% of the clock

hours or 50% of the course material (*however the training provider tracks the students progress in the online course*) within the length of time allotted by the training provider to complete the course. (EXAMPLE: The course requires completion of 400 clock hours of instruction and/or 20 skill sets tests, to be completed within 6 months, with an additional 6 months allowed, for a total of 12 months. In order to be paid the remaining 50% of tuition costs, the student would have to have completed at a minimum of 200 clock hours or passed tests showing 10 of the skill sets were completed by the end of 6 months after enrollment) If a student does not complete the 50% clock hours and/or course requirements as documented by the training provider according to the timeline stated above, Region VI will not be responsible for payment of the remainder of the tuition. The remainder of the tuition to the training provider will become the student's responsibility.

3. Refund Policy Guidelines: All Region VI Approved Training Providers are required under Title 135CSR20 9.1.i.3 to submit their school's refund policy to the WV Community and Technical College System for approval in order to operate in the State of West Virginia. The Region VI WDB fiscal manager will obtain copies of all approved refund policies to ensure that each school adheres to their respective refund policy in the event that a WIOA participant discontinues training prior to the scheduled completion of their training program. Non-compliance of the training provider's refund policy may result in a hold on future payments, until resolved.
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). Invoices will be accepted electronically or faxed provided they meet the signature guidelines in #6 of this policy.
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6. Region VI WDB will accept a range of common methods of electronic signatures provided they are an actual signature and not simply a name typed into a signature block. Blue ink is preferred for signatures if sending electronically or by mail.
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: 2021-01, 2021-02, 2021-03, etc.
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**Although no placement payments will be made to Training Providers, this does not relieve Training Providers in assisting in the job 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.**