

**TO: Region VI Training Providers**  
**FROM: Maria Larry, Executive Director**  
**SUBJECT: ITA's Invoicing Policies and Procedures**  
**(In-person and Self-paced Online training)**  
**DATE: Revised 01/04/2024**

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 payment schedule.

#### **REGION VI PAYMENT SCHEDULE FOR WIOA FUNDING**

- **8-1200 Clock hours or training time up to 12 months\***
  - Maximum of \$6,000.00 tuition reimbursement
  
- **1201-1800 clock hours or training time over 12 months to 18 months\***
  - Maximum of \$10,000.00 tuition reimbursement total (up to \$6,000.00 for the first year of training and up to \$4,000.00 for second year of training.)
  
- **1801-2400 clock hours or training time over 18 months up to 24 months\***
  - Maximum of \$12,000 tuition reimbursement total (up to \$6,000.00 for the first year of training and up to \$6,000.00 for the second year of training.)

\*(Maximum amount will be calculated **first** based on clock hours as entered in the MACC. For programs not utilizing clock hours, the expected number of months to complete a program as entered in the MACC will be used)

## Invoicing Procedures (In-Person Training)

### **1<sup>st</sup> year of training as reflected on the ITA**

**The first year of training is a period of 12 months or less.**

#### **1. 1<sup>st</sup> half invoicing\* (1<sup>st</sup> Year Enrollment Invoice Form)**

Fifty percent (50%) of the WIOA approved funding for the first year of enrollment (up to twelve months) can be requested by the training provider after the WIOA participant attends the first day of class.

\*Please refer to the payment schedule to determine the maximum amount of allowed payment for the first year of training.

#### **2. 2<sup>nd</sup> half invoicing (1<sup>st</sup> Year Midpoint Invoice Form)**

The remaining fifty percent (50%) of the WIOA approved funding for the first year of enrollment (up to twelve months) can be requested by the training provider after the WIOA participant completes 50 percent of the scheduled clock hours or number of months completed for that year.

The training provider will be required to attest to the number of clock hours or number of months that have been completed.

### **Option to invoice one hundred percent.**

Region VI Workforce Development Board recognizes that it may be a hardship to submit two invoices for short term training programs (short term is defined as 12 weeks or less).

Each school has the option to delay invoicing until the time that the student has completed fifty percent (50%) of their training program/hours. At that time, as long as the school attests to the fact that the student is fifty percent complete, the school has the option to bill one hundred percent (100%) of the WIOA approved funding.

### **2<sup>nd</sup> year of training as reflected on the ITA.**

**The second year of training is a period of 12 months or less.\***

Invoicing for the second year of training will be processed the same as the 1<sup>st</sup> and 2<sup>nd</sup> half of invoicing as outlined in the steps for the 1<sup>st</sup> year of training utilizing the 2<sup>nd</sup> Year Enrollment and 2<sup>nd</sup> Year Midpoint Invoice Forms.

\*Please refer to the payment schedule to determine the maximum amount of allowed payment for the second year of training.

\* WIOA participants attending training programs extending beyond twelve months will receive priority status in funding for the additional training time up to twelve months. In order to be considered for the additional 2<sup>nd</sup> year of funding, the participant must be enrolled "full time" in the original training program, making satisfactory academic progress, and be in good standing with the training institution.

### **Invoicing Procedures (Self-Paced Online Training)**

#### **1. 1<sup>st</sup> half invoicing\* (On-line Classes – Enrollment Invoice Form)**

Fifty percent (50%) of the WIOA approved funding for the first year of enrollment (up to twelve months) can be requested by the training provider after the WIOA participant attends the first day of class.

\*Please refer to the payment schedule to determine the maximum amount of allowed payment for the first year of training.

#### **2. 2<sup>nd</sup> half invoicing (On-line Classes – Midpoint Invoice Form)**

Fifty percent (50%) of the WIOA approved funding for the first year of enrollment (up to twelve months) can be requested by the training provider after the WIOA participant completes 50 percent of the clock hours or 50 percent 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 for 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 students' responsibility.

### **OTHER**

- It is the responsibility of the Training Provider to ensure that invoices have been submitted and funds received for all WIOA participants. Unused/unbilled funds will be available for six months after a student has completed their program. After six months, any unbilled funds will be forfeited.
- Invoices are processed on an on-going basis. Please allow a minimum of thirty days to receive your funds once the invoice has been received and approved. The invoice

cannot start the process until an approved ITA contract has been received and approved by the Region VI Office.

- Please submit separate invoices for each participant. Training provider invoice number must be **unique** to each individual invoice. (example: #1, #2, #3 or 2024-1, 2024-2...)
- Electronic copies of the 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).

### **REFUND POLICY GUIDELINES-ALL**

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.

When a participant withdraws from their training program, the Region VI Fiscal Manager will email the Training Provider a withdrawal form for completion.

The Training Provider is required to complete the form and submit it to the Region VI Workforce Development Board Fiscal Manager within thirty days.

Failure to submit withdrawal forms may result in a hold on future funding.