

**Purpose.**

The Workforce Investment Act (WIA) Section 134(d)(4)(B) requires the coordination of training costs with funds available under other Federal programs as a way to avoid duplicate payment of costs when an individual is eligible for both WIA and other assistance. Specifically, WIA states that “training services shall be limited to individuals who are unable to obtain other grant assistance for such services, and/or require assistance beyond the assistance made available under other grant assistance programs.” Federal and state regulations require that program operators and training providers coordinate WIA funding with alternate sources of funds. This document outlines the policy of the Southwest Wisconsin Workforce Development Board (SWWDB) regarding the use and coordination of WIA funds with alternate funding sources.

**Policy.**

The Workforce Investment Act (WIA) requires the coordination of training costs with other programs and directs that training providers must consider the availability of other grants (i.e. Welfare-to-Work program funds, State-funded training sources, student loans, Federal Pell Grants, etc.) to pay for training costs, so that WIA funds supplement other sources of training funds. The WIA statute and subsequent federal and state regulations specifically require that funds not be used to pay for the costs of training when Pell Grant funds or grant assistance from other sources are available to pay those costs.

It shall be the policy of the Southwest Wisconsin Workforce Development Board (SWWDB) to coordinate the use of WIA and other program funds to pay training costs for eligible participants. SWWDB shall approve and allocate WIA funds when participants are unable to obtain grant assistance from other sources to pay the costs of their training; or require assistance beyond that available under grant assistance from other sources. SWWDB further directs that program operators and training providers must coordinate the funds available to pay for training to avoid duplicate payment of costs when an individual is eligible for both WIA and other assistance.

SWWDB will require all WIA clients eligible for training at approved training institutions must apply for financial aid prior to the start of classes. Clients will be directed to complete the Free Application for Financial Aid (FAFSE) thus ensuring the clients access to all available financial assistance. Clients are also directed to work with the training provider of their choice, as well as other agencies for which they are eligible and who provide training assistance, to identify alternate training funds and to make application to those funds.

SWWDB will allow a WIA eligible participant may enroll in WIA-funded training while his/her application for a Pell Grant or other financial assistance is pending as long as the program operator’s case manager has made arrangements with the training provider and the WIA participant regarding allocation of these resources once the funds are subsequently awarded. In such cases, the training provider must reimburse SWWDB the equivalent amount of WIA funds used to underwrite the training.

The Board directs the executive director to implement this policy, and to develop and maintain procedures that will guide the coordination of training funds in a manner that is practical, uniform and complies with applicable federal and state laws and regulations. The workforce operations manager is operationally responsible for administration of applicable procedures and oversight of program operator compliance

activities.

Program operators are expected to comply with this policy and establish organizational processes that will coordinate funds available to pay for training. Program operators shall be required to obtain and place in the participant's file documentation the efforts to coordinate funding and any applicable award of alternate resources. Program operator compliance with this policy will be reviewed during the SWWDB monitoring and will be a factor in SWWDB's evaluation of the program operator's performance. Any disallowed costs associated with failure of the program operator or its staff to comply with this policy will be the responsibility of the program operator.

References: Workforce Investment Act of 1998, Public Law 105-220 dated August 7, 1998, Section 134(d)(4)(B)  
20 CFR Part 652 et al. Workforce Investment Act, Final Rules, August 11, 2000, Part 663, Subpart D, Section 663.320  
DWD/DWS, Workforce Programs Guide, PART 1 – Administration of Workforce Programs Policy and Procedures Manual, Section III.H.7.e(12)  
Free Application for Financial Aid (FAFSE) website (<http://www.fafsa.ed.gov/>)

Policy Adopted:

Policy Revised:

Policy Adopted:      Date Policy Originally Adopted by Board

Policy Revised:      Date Policy Revised by Board