The Washington State Board for Community and Technical Colleges reserves the right to make changes to this document due to, but not limited to, federal, state, or local legislation or policy changes.

# Deadlines and Milestones

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Dates (subject to change)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW! Annual WRT Contractor Mandatory Live Webinar</td>
<td>May 17, 2021 1-3:30pm</td>
</tr>
<tr>
<td>Funds for 2021-22 state fiscal year available in the Online Budget Information System (OBIS) for all fully executed contracts</td>
<td>July 1, 2021</td>
</tr>
<tr>
<td>Invoices for all expenditures through 9/30/21 due in OBIS, billing records due in SUE, completed funding survey due.</td>
<td>Oct. 31, 2021</td>
</tr>
<tr>
<td>Invoices for all expenditures through 12/31/21 due in OBIS, billing records due in SUE, completed funding survey due.</td>
<td>Jan. 31, 2022</td>
</tr>
<tr>
<td>Assessment of FTES expenditures and redistribution of funds as necessary</td>
<td>Feb. 2022</td>
</tr>
<tr>
<td>Invoices for all expenditures through 3/31/22 due in OBIS, billing records due in SUE, completed funding survey due.</td>
<td>April 30, 2022</td>
</tr>
<tr>
<td>Last date for changes to FY22 contracts</td>
<td>June 1, 2022</td>
</tr>
<tr>
<td>Invoices for all expenditures through 6/30/22 due in OBIS, final reports due in (SUE)</td>
<td>July 8, 2022</td>
</tr>
</tbody>
</table>

# Program Contacts

**Program Administration Questions**
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**Fiscal & Contract Questions**
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**OGMS, OBIS, & Invoicing Questions**
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Acronyms Used
FTES – Full-time Equivalent Student
OBIS – Online Budget Invoicing System
OGMS – Online Grant Management System
PCSC – Private Career School or College
SAP – Satisfactory Academic Progress
SBCTC – State Board for Community and Technical Colleges
SUE – Secure Upload Engine
WRT – Worker Retraining Program
Program Overview

The Washington Worker Retraining (WRT) program plays a major role in Washington State’s economic development by providing funding for eligible dislocated and unemployed workers in training or retraining that will assist them in regaining employment.

The State General Fund provides the funding for the WRT program. By statute (RCW 28C.04.390), the WRT Program provides access to training for dislocated and unemployed workers and includes access to vocational training provided by eligible private career schools and colleges (PCSCs). The WRT program is administered by the State Board for Community and Technical Colleges (SBCTC).

WRT funds flow from the State General Fund to SBCTC. SBCTC contracts with eligible PCSCs that are selected through a competitive process to provide instruction to WRT students. PCSCs are responsible for screening students and documenting their eligibility for WRT funds. Eligible students are provided tuition assistance.

WRT Program Administration Overview

It is the responsibility of the PCSCs who administer WRT funds to ensure compliance with all WRT guidelines.

These responsibilities include:

- PCSC staff attend Annual WRT Contractor Mandatory Live Webinar (May 17th, 1:00-3:30 pm)
- Maintaining up-to-date and complete WRT student files and retaining these files in accordance with Washington state rules.
- Screening students and documenting eligibility, including rescreening and obtaining new documentation of eligibility prior to the start of the new fiscal year for all eligible students who cross-over into a new fiscal year.
- Providing students with current labor market information for their field of study and the PCSC’s completion and employment placement rates prior to enrollment in WRT.
- Adhering to the PCSC’s Satisfactory Academic Progress (SAP) attendance and refund policies.
- Documenting program completion, withdrawal or leaves of absence.
- Tracking and documenting a student’s employment after completion.
- Maintaining complete master WRT files for each year in contract with SBCTC, and retaining these files in accordance with state rules.
- Maintaining a satisfactory ledger of accounts for each student.
- Invoicing SBCTC no more frequently than monthly and no less frequently than quarterly, per quarterly deadlines published in WRT guidelines.
- Ensuring that WRT funds are only 1.) applied as tuition, and 2.) billed at the rate provided by SBCTC; using the billing report supplied by SBCTC to submit up-to-date billing records with each
invoice, and submitting the year-end report by the deadline.

- Responding to all funding surveys, file review requests and other administrative requests from SBCTC staff by provided deadlines.

**WRT Funding Overview**

In compliance with RCW 28C.04.390, private career schools and colleges WRT funds may only be used for tuition. Funding for tuition is provided at a rate of $3,816 per Full-Time Equivalent Student (FTES). Funding is prorated for students attending programs that have more or fewer credits or hours than one FTES. The maximum funding allowed per student per program is two FTES ($7,632).

1 Full-Time Equivalent Student (FTES) =

- 45 quarter credits
- 30 semester/trimester credits
- 900 clock hours (if PCSC does not award credits)

All PCSCs must bill using the hourly or credit rate provided by SBCTC. These billing rates are included as part of the contract.

More information on invoicing and billing rates can be found in the [Credit and Hourly Rates and Maximum Funding section](#).

**Master WRT File Requirements**

The PCSC is required to maintain a master file of WRT materials for each year in contract with SBCTC. The master file must be retained for at least six years following the completion of the contract or the last date of inquiry by the state of Washington, whichever is later.

The master file must contain:

- Course catalog that contains published hours and credits (if applicable) and published rates for each program WRT students may enroll in, and the PCSC’s attendance and academic progress policies. Any addendums throughout the year must be included.

- Graduation/completion rates for all students and for a subset of all WRT students. How to calculate the completion rate: The rate is calculated over the most recently completed fiscal year. For 2021-22, the most recently completed fiscal year is fiscal year 2020 (July 1, 2019 – June 30, 2020). The formula for the rate is:
  
  $\frac{\text{All Successful Completers}}{\text{All Exiters}} = \text{Completion Rate}$

- Placement rates for all students and a subset of all WRT students. The rate is calculated over the most recently completed fiscal year. For 2021-22, the most recently completed fiscal year is fiscal year 2020 (July 1, 2019 – June 30, 2020). The formula for the rate is:
  
  $\frac{\text{Successful Completers who are employed}}{\text{All Successful Completers}} = \text{Employment Rate}$
- Current local labor market information (LMI) for occupations related to the programs WRT students are enrolled in. PCSCs are required to provide this information to each WRT student prior to enrolling them in WRT. See Appendix B: Sample Labor Market Information for examples.

- Up-to-date billing records. SBCTC has developed a tool that PCSCs are required to use. The tool will be updated and submitted by the PCSC with each billing. See the Billing Records Report section for instructions and an example. The report form is available in OBIS, and will be emailed to PCSCs for their use at the start of the contract.

- Copies of all site review/audit information

- Any other applicable program information

**Student File Requirements**

The PCSC must maintain student Worker Retraining files that are easily distinguishable from other student files. Student files must be retained for at least six years following the completion of the contract or the last date of inquiry by the state of Washington, whichever is later.

Below is detailed information regarding the documents that the PCSC must maintain in student files.

**Student Eligibility Categories and Documentation**

WRT funds are for dislocated or unemployed Washington state residents who need training or retraining that will assist them in regaining employment. PCSCs must obtain and keep on file documentation that proves each WRT student’s eligibility for funding. The eligibility categories and the acceptable documentation for each are detailed below. Examples of acceptable documentation can be viewed in Appendix C: Sample Student Eligibility Documentation.

Students are required to complete and sign the Student Information and Attestation of Eligibility Form found in Appendix A. PCSCs are required to keep this form in the student file.

PCSCs are not required to rescreen students for eligibility throughout the contract year. The exception is when a student continues from one fiscal year to the next. These students are referred to as crossover students. Crossover students must be rescreened for eligibility prior to being awarded funds in the new contract year. See the Crossover Student section for more information.

Important: Eligibility documentation must clearly demonstrate that the student was eligible for WRT funds prior to awarding the funds. Payment may be retroactively made on behalf of an eligible student as long as the payments are made for the current fiscal year and only for terms when the student was eligible. Please review the examples provided in the Retroactive Payments section.

**Dislocated Worker, Claiming UI Benefits**

**Definition:** The student was laid off of work or otherwise terminated from employment due to no fault of their own and is currently claiming Washington State Unemployment Insurance benefits (UI).

**Acceptable Documentation:** Students can access proof of their UI claimant status through the Washington Employment Security Office website. They will need to create a user name and a password to access their information for the first time. Please note, the self-serve portal is supported
by Employment Security Department. SBCTC staff cannot provide troubleshooting assistance. If students have a difficult time accessing their information through the self-serve portal, please direct them to their nearest WorkSource.

The second choice is the student’s most recent UI check stub that shows a Weekly Benefit Amount (WBA) greater than $0, and a recent Process Date. The benefit year end (BYE) date must be within two years.

**Dislocated Worker, exhausted UI benefits within past 48 months**
**Definition:** These individuals are unemployed and have exhausted their UI benefits within the past 48 months.

**Acceptable Documentation:** Printout from Employment Security’s eServices portal. Documentation must show that the student has exhausted UI benefits within the past 48 months.

**Dislocated Worker, received notice of layoff**
**Definition:** The student has received an official layoff notice from their employer, will be eligible to receive UI benefits, and will provide acceptable documentation of receiving UI once they start claiming.

**Acceptable Documentation:** The student must provide the lay-off notice from their employer and a current Washington State UI Monetary Determination form that shows a weekly benefit amount of more than zero. To ensure the student was dislocated at the first date eligible for WRT funds, the student must provide acceptable documentation of an active UI claim once they are claiming UI benefits.

**Displaced Homemaker**
**Definition:** These individuals have been providing unpaid services to family members in the home and have been (a) dependent on the income of another family member but lost that supporting income within the last 24 months due to legal separation, divorce or death; and (b) are unemployed or underemployed and experiencing difficulty in obtaining or upgrading employment.

**Acceptable Documentation:** The student must provide a Washington State legal document, such as a divorce decree, legal separation or death certificate with the date of the event within the past 24 months and a signed and dated Worker Retraining Self-Attestation Form found in Appendix D that affirms the student’s status as a displaced homemaker and unemployed (see Worker Retraining Self-Attestation Form). If the student is employed, proof of underemployment is demonstrated by net income being at or below 70 percent of Washington’s Median Family Income (MFI). For example, the median income for a family of four is $8,566 per month. 70 percent of $8,566 can be found by multiplying that number by 0.7 ($8,566 X 0.7 = 5,996). A student would qualify for Worker Retraining funds if they are a displaced homemaker and earned $5,996 or less each month. Acceptable documentation of income is either the student’s most recent pay stub or most recent tax return.

**Formerly Self-Employed**
**Definition:** These individuals were self-employed in Washington State but are no longer due to general economic conditions beyond their control, or because of a natural disaster. The student...
must be able to demonstrate that local demand for their services has declined.

**Acceptable Documentation:** The student must provide a signed and dated Worker Retraining Self-Attestation Form found in Appendix D, that explains the economic conditions resulting in the loss of business, the last year’s income tax return indicating self-employment and information from ESD or another agency that indicates the economic condition or natural disaster that resulted in unemployment (see [Worker Retraining Self-Attestation Form](#)).

**Unemployed Veteran**

**Definition:** A veteran of the U.S. armed services, who was discharged with in the last 48 months, is a Washington state resident and is currently unemployed.

**Acceptable Documentation:** The student must provide a DD214 (discharge papers) that shows a separation date within the last 48 months and an identification card or driver’s license issued by Washington state.

**Expanded Eligibility Category**

**Definition:** The student is employed but is vulnerable to layoff due to two of the three categories below.

- The individual is employed in an occupation identified as “not in demand” (declining) on the region’s [Demand-Decline List](#); Instructions on finding this information are located in Appendix B.
- The individual has not reached the “tipping point,” which is defined as one year of college credits (45 credits) plus any certificate or degree related to their college course work; and/or
- To remain employed, the individual needs to obtain new skills. The worker (and, optionally, their employer) must attest that the minimum qualifications for the worker’s position have changed and that the employee is unable to meet the new skill standard without retraining.

**Acceptable Documentation:** At least two of the three categories above must be documented and in the student’s file.

- “Not in demand”: print out or screen shot showing the student’s employment category as “not in demand” for the region or state of Washington
- “Tipping Point”: student attests (using Worker Retraining Self-Attestation Form found in [Appendix D](#)) to not having earned 45 college-level quarter credits (or 30 semester credits).
- Need new skills: Student and/or the student’s employer attests that their current position’s minimum qualification has changed and training is necessary to maintain employment. The student must provide a completed and signed Worker Retraining Self-Attestation Form found in [Appendix D](#). An employer attestation must include the company name as well as title and contact information of the signatory.

**Stop Gap Employment**

**Definition:** Stop gap employment is when a student, who was dislocated from their employment or in other ways eligible for UI benefits, takes a job in order to make ends meet while they complete their training. Stop-gap employment must be temporary in nature with the intent to end employment upon
the completion of training, obtaining self-sufficient employment related to their training program.

**Acceptable Documentation:** The PCSC may use one of the following to document stop-gap employment eligibility:

- An evaluation of the individual’s self-sufficiency utilizing the Washington State Self-Sufficiency Calculator to establish student need.

- Recent pay stub or most recent tax return that shows wages are at or below 70 percent of Washington’s Median Family Income (MFI). For example, the median income for a family of four is $8,566 per month. 70 percent of $8,566 can be found by multiplying that number by 0.7 ($8,566 X 0.7 = 5,996). A student would qualify for Worker Retraining funds if they are a displaced homemaker and earned $5,996 or less each month.

- Each student must provide a completed and signed Worker Retraining Self-Attestation Form found in Appendix D, Active Duty Military.

**Definition:** The student is an active duty military service member who has received an official separation notice.

**Acceptable Documentation:** The student must provide an official separation order that identifies the individual and the date of separation.

**Attendance and Satisfactory Academic Progress (SAP)**

PCSCs must maintain accurate attendance records and up-to-date transcripts that show academic progress for each WRT student.

**Program Completion, Withdraw, Leaves of Absence**

PCSCs must maintain records that document the date of the student’s completion, withdrawal or leave of absence.

**Employment Placement**

PCSCs must maintain records that show the student’s employment placement. PCSCs must track a student until they have confirmation of the student’s employment or for nine months after the student’s completion date, whichever comes first. At the point employment is confirmed, PCSCs no longer need to track the student.

At the point employment is confirmed, the PCSC must document the following:

- the date employment started
- the employer name
- title of student’s position

If the student is not immediately employed upon graduation, PCSCs must follow-up with the student at three months, six months and nine months, and document the follow-up in the student file. If after nine months the student is not employed, or out of contact, make note in the student file. No further follow-up is required.
If the record is a handwritten case note, it must be dated and signed by the staff member confirming employment or follow-up. A print out or screen shot of the school’s employment placement database, or an email or letter of employment from the employer is acceptable documentation as long as it contains the criteria above.

**Student Ledger**

A ledger of accounts for each student must be maintained. The ledger must contain all charges to the student’s account and all payments made on the student’s account, regardless of source. Each payment and charge must be identified and a date that the charge to the student or the payment on the account was applied must be included. Examples of charges include tuition, book or fees. Examples of payments include student pay, Pell grants and other financial aid, WIOA and WRT. Any refunds made to the student or to a funding source (including WRT) must be shown and a running balance must be included. Student ledgers must clearly identify that all WRT payments are applied to tuition charges.

**Crossover Students**

Students who are enrolled in programs that span more than one fiscal year are called crossover students. PCSCs can continue to fund these students into the second fiscal year ONLY under the following circumstances:

- The PCSC is awarded a contract for the next fiscal year;
- The student has not exceeded the maximum funding threshold; AND
- The student is:
  - rescreened for eligibility
  - completes a new Student Information and Attestation of Eligibility Form - Appendix A, and
  - new eligibility documentation is on file.

**Funding, Invoicing and Billing Records**

**Allowable Costs**

Tuition only - WRT funds may only be used as tuition assistance, and may not be applied to fees, books or supplies that are charged separately to the student. WRT funds may not be used for courses or programs repeated by a student that were previously funded by WRT.

Combining Tuition Assistance Resources - WRT funds may be combined with other funds to pay for tuition, but may not pay for the same tuition to which other funds are applied. For example, a student’s tuition may be $5,000. In this example, the student may be eligible to receive up to $2,000 in WRT funding based on their program. The student may receive a separate grant (Pell) for $4,000. The total of $6,000 exceeds the tuition charged by $1,000. The PCSC may choose only to invoice WRT for $1,000 or refund $1,000 of the other grant (Pell) to the student or grant fund source.
Note: WRT funds may never be given or refunded to a student. WRT funds may only be applied to tuition charges or returned to SBCTC.

Credit and Hourly Rates and Maximum Funding

PCSCs that award credits may provide tuition assistance to eligible WRT students at the rate of $84.80 per quarter credit or $127.20 per semester credit.

PCSCs that do not award credit and only operate on clock hours may provide tuition assistance to eligible WRT students at the rate of $4.24/clock hour.

SBCTC creates a Tuition Assistance Rates document as part of the contract with each PCSC. This document is incorporated in the Program Mix and Billing Records Report tool provided as part of the application in OGMS. (More information about the tool can be found in Appendix E: Program Mix and Billing Records Tool.)

PCSCs may not bill at a different rate or exceed the maximum tuition assistance per student.

Determining the First Date Eligible

The first date eligible is the earliest date when the student can be documented as being eligible and was enrolled in an eligible WRT-program. The PCSC is responsible for determining and documenting the first date a WRT student is eligible to have WRT funds applied to their tuition. The Student Attestation (Appendix A) contains a space in the Enrollment and Registration Information section where this date must be entered. This date must also be entered in the Billing Records Report for each student.

IMPORTANT: Acceptable documentation and a completed Student Information and Attestation of Eligibility Form - Appendix A (in addition to other required intake activities such as labor market, completion and placement rate data) must be on file prior to awarding any WRT funding to eligible students.

PCSCs must document, using acceptable documentation as described above, that the student:

- Is eligible at the time of completing the Student Information and Attestation of Eligibility Form - Appendix A
- Was eligible at the time tuition was due for any tuition assistance which is retroactively applied to the student’s account (only applies to retroactive payments)

Retroactive Payments

Retroactive tuition assistance payments may be made for eligible students only if the PCSC can clearly document that the student was eligible during all terms retroactively billed for AND such terms occurred within the current fiscal year. Satisfactory academic progress must be met for any term towards which WRT tuition assistance will be retroactively applied.

Examples are provided below to better illustrate determining the first date eligible and whether retroactive payments are allowed:
• **Example, Newly Eligible** - Midway through a term, a student becomes eligible for WRT. Their program is an approved WRT program. They provide eligibility documentation with a date supporting their recent eligibility, complete the Student Information and Attestation of Eligibility Form - Appendix A and other requisite intake procedures.

_Determination: First date eligible is the date of the event that made the student eligible and must be documented. Funding may be provided for the current term and following terms as allowed by the WRT program. The PCSC cannot award for previously completed terms during which the student was not eligible._

**Example, Eligible in Previous Fiscal Year** - A student realizes that they are eligible for WRT midway through their WRT-eligible program of study. The student provides eligibility documentation with a date showing eligibility starting in the February of the previous year and completes the Student Information and Attestation of Eligibility Form - Appendix and other requisite intake procedures.

_Determination: First date eligible is the earliest date of enrollment in the current fiscal year. The student may receive funding for the current term and any previous terms occurring in the current fiscal year. The student cannot receive retroactive payments for terms in the previous fiscal year, even though they have demonstrated eligibility._

**Wait-listing Students**

If PCSCs find that demand for WRT funds exceeds their contracted amount, they may elect to maintain a waitlist of eligible students who could receive funding if funding becomes available. Having an active waitlist supports any requests for additional funding. It also ensures that the PCSC can spend the contract amount if enrolled WRT students drop classes or otherwise become ineligible to receive funds.

All waitlisted students must have complete student files as described in the [Student File Requirement section](#). If funding becomes available for a waitlisted student, the PCSC must ensure current eligibility and secure current documentation. WRT tuition assistance may be applied in accordance with the First Date Eligible and Retroactive Payments guidance.

**Refunds**

If a WRT student officially or unofficially withdraws during a term after the PCSC has billed for the tuition assistance for that term, a refund to the WRT program will be made in accordance with the PCSC’s published refund policy.

If a student officially or unofficially withdraws during a term before the PCSC has billed for the tuition assistance for that term, the PCSC cannot bill for any portion of the student’s tuition for the term the student withdrew from.

All WRT funds collected from student refunds may be re-awarded to other WRT-eligible students within the same fiscal year. Funds should not be returned to SBCTC unless the PCSC does not expect to serve any additional WRT-eligible students within the same fiscal year. Otherwise the funds must be returned to SBCTC. If funds must be returned to SBCTC, the PCSC must contact [Dylan Jilek](#) prior to sending a check. The Billing Records Report must be updated to reflect the refund in the next
Calculating and Submitting Invoices (OBIS)

PCSCs use the Online Budget and Invoicing System (OBIS) to submit invoices. OBIS users must have a username and password. Users obtain this information from their PCSC’s OBIS Security Administrator. A user manual is available in the Resources section of OBIS. SBCTC will provide additional information regarding OBIS to PCSCs that are new to WRT.

When to Invoice

PCSCs may not invoice more than monthly, and must bill for all activities within a fiscal quarter by the invoice billing dates detailed below. PCSCs may invoice SBCTC for the allowable tuition assistance for each eligible student at the beginning of a term, or at another date later in the term.

Examples:

Credit-bearing PCSCs may bill at the time tuition is due at the beginning of each term for the number of credits each eligible student is enrolling in for that term. For example, an eligible student is enrolled for 10 quarter credits for fall quarter. The PCSC may elect to bill for those 10 credits at the time tuition is due or at a date later in the fiscal quarter.

Hourly PCSCs that are continuously enrolling and do not have quarters or semesters with tuition due dates may elect to bill for hours after they occur. This makes sense for longer-term programs that make on-going payment arrangements for students. For example, a cosmetology school could bill at the end of every month for the hours eligible students completed within that month. Short-term hourly training, such as a Commercial Driver’s License (CDL) course, may find it makes more sense to bill at the time tuition is due (first day of training) or wait until the student completes training.

Quarterly billing deadlines must be followed regardless of billing practice.

<table>
<thead>
<tr>
<th>Quarterly Billing Due Dates</th>
<th>For expenses incurred</th>
<th>Invoice no later than</th>
</tr>
</thead>
<tbody>
<tr>
<td>July – September</td>
<td></td>
<td>October 31, 2021</td>
</tr>
<tr>
<td>October – December</td>
<td></td>
<td>January 31, 2022</td>
</tr>
<tr>
<td>January – March</td>
<td></td>
<td>April 30, 2022</td>
</tr>
<tr>
<td>April – June</td>
<td></td>
<td>July 8, 2022</td>
</tr>
</tbody>
</table>

What to Invoice

The PCSC may bill for the total tuition assistance available to each eligible student for the term being billed. WRT funds invoiced by a PCSC must not exceed the tuition charged to each student. The total tuition assistance for any given student may not exceed the maximum as set in the WRT Program Tuition Assistance Rate tab in the Billing Tool document.

All invoices must be accompanied by an up-to-date Billing Records report, submitted through SUE. Invoices will not be processed without a completed and up-to-date Billing Records report.
Billing Records Report

PCSCs are required to submit with each invoice an updated Billing Records report. This report is part of the Program Mix and Billing Records Tool.

An updated Billing Records report must be submitted through the SBCTC Secure Upload Engine (SUE) at the time the invoice is submitted in the Online Budget and Invoicing System (OBIS). If the PCSC chooses to bill more frequently than quarterly, the tool must also be submitted more frequently. Invoices will not be processed until a complete and satisfactory billing records report is received.

The report is available as part of the Program Mix and Billing Records Tool Excel sheet and is incorporated as part of the PCSC’s WRT contract. At the beginning of the contract year, the PCSC can find the blank document in SUE. If throughout the year changes are made to the program mix, SBCTC will return the updated tool through SUE. After each Billing Records report is accepted by SBCTC, SBCTC will return the approved tool through SUE. The PCSC will use the approved version from SUE to start their next Billing Records report.

The PCSC must complete and submit the updated report each time an invoice is submitted. The report must be submitted via the SUE, not OBIS. Complete instructions are in the report form and in Appendix D: Program Mix and Billing Records Tool.

Invoice Certification

With each submission of an invoice and a Billing Records Tool, the PCSC must certify that each student appearing on the invoice has been reviewed for and documented as eligible to receive WRT funds, in accordance with the FY22 Program Guidelines, and that all funds invoiced for have been reviewed and determined as allowable in accordance with the FY22 Program Guidelines. This certification is completed when the Invoice Certification check box is marked above the corresponding Billing Period columns found on the Billing Records Report.

Requests for Contract Changes

If throughout the year the PCSC experiences higher or lower demand than anticipated, or would like to make program changes that are on the WRT program mix, the PCSC can request changes to their contract. For more information on making changes to the program mix, contact Becky Wood.

Increasing or Decreasing Funding

SBCTC staff surveys PCSCs three to four times a year to monitor actual and obligated expenditures. Through this process, PCSCs have an opportunity to request to either reduce or increase their contracted amount. PCSCs are encouraged to notify SBCTC as soon as possible if funds need to be returned. Funds cannot be returned after June 1 of each fiscal year.

When requesting a change of funding, PCSCs must provide a justification for their request, including the total amount billed and obligated (promised to students but not yet billed for), additional FTES being requested, and a fact-based rationale for additional FTES. PCSCs are encouraged to maintain a waitlist of eligible WRT students. See the Waitlisting Students section for more information.
SBCTC staff will consider all such requests and retains the sole discretion to approve or deny any such request.

**Making Changes to the Program Mix**

The program mix document is submitted during the WRT application process, and becomes incorporated as part of the contract with the PCSC. The programs on the mix document have been reviewed and determined eligible for the WRT program; WRT students may only be enrolled in those programs.

If the PCSC would like to add or remove programs or make changes to existing WRT programs during the contract year, such as changing the credits or clock hours, the program mix document must be updated to reflect the change and a new catalog or addendum must be submitted. A new Program Tuition Assistance Rate document will be created for the PCSC by SBCTC.

For more information on making changes to the program mix, contact Becky Wood.

**Funding Surveys**

SBCTC staff will conduct funding surveys throughout the year to monitor actual and obligated expenditures and to ensure PCSCs are spending down their contracts. These surveys are contractually required administrative activities and must be completed and submitted to SBCTC by the deadlines provided.

**Take Back Policy**

Because all WRT funds must be spent by June 30, SBCTC has instituted a take back policy to ensure that funds that are not being used at a particular PCSC are redistributed so that students at other PCSCs can benefit from WRT funds.

If the PCSC does not bill 50 percent of the contract funds by January 31, 2022, SBCTC may reduce the contract up to the difference between 50 percent of the contract and the amount billed to date.

If the PCSC does not bill 75 percent of the contract funds by April 30, 2022, SBCTC may reduce the contract up to the difference between 75 percent of the contract and the amount billed to date.

To avoid application of the take back policy, PCSCs are encouraged to notify SBCTC as soon as possible if funds need to be returned, submit invoices regularly and by the quarterly deadlines, and respond to all surveys in a timely manner.

**Reporting, Desk Review and Audit Requirements**

**Reporting for New PCSCs**

PCSCs that have not participated in WRT within the last two fiscal years must submit student file documentation to SBCTC with each invoice. This is in addition to the required billing records tool. PCSCs must use SBCTC Secure Upload Engine (SUE) to submit student files.
Desk Review
The PCSC must comply with any and all records requests made by SBCTC. SBCTC staff may conduct desk reviews of PCSCs' current and past student and master WRT files at any point within the six-year file retention period.

When a request for files is made by SBCTC staff, the PCSC is required to submit complete documentation by the given deadline. Documents must be submitted electronically via SBCTC Secure Upload Engine (SUE). SBCTC will provide detailed submission instructions at the time of request.

Periodic Site Review
SBCTC staff may periodically visit the PCSC to review processes, procedures and files. A follow-up letter from SBCTC will document the outcome of the visit and include recommendations for improved compliance or stipulations for continued participation. The PCSC must address any recommendations for continued participation in the WRT program.

In the event that site visits and review findings discover non-compliance with student eligibility or other requirements, the PCSC must reimburse to SBCTC any WRT funds that were incorrectly invoiced. The PCSC also may be placed on probationary status. Further non-compliance during the probationary period may result in suspension from participation in the WRT Program.

In cases of egregious non-compliance, SBCTC may cancel the contract and redistribute FTES to other participating schools.

Final Invoice & Billing Records Report
The PCSC must submit their final and completed billing records report for all activities at the time the final invoice for the fiscal year is submitted. The final billing records report and final invoice for FY22 are due no later than July 8, 2022.
Frequently Asked Questions

Student Eligibility and Files Questions

I have a student who is receiving unemployment benefits from another state. The student wants to attend my school in Washington. Does the student qualify for WRT?

No. As the Student Eligibility section states, a dislocated worker must be eligible for or recently exhausted Washington State unemployment insurance benefits.

I have a student who was self-employed in another state but is now a Washington resident. Does the student qualify for WRT?

No. As the Student Eligibility Categories section states, formerly self-employed student must have been self-employed in Washington State.

If a student becomes ineligible during the year in which they were funded does the student get to continue with Worker Retraining funding?

We are not asking that student eligibility be re-verified in the middle of a school year (Note: In the case of cross-over students, eligibility must be re-determined before the second fiscal year starts). If a student discloses to you voluntarily that their status has changed, and that change affects their eligibility status, from that point forward they would no longer be eligible for program funding. It is recommended that the PCSC reviews other eligibility categories to potentially re-qualify the student.

How long are we to track students after they graduate for employment purposes?

Please see the Employment Placement section for this information.

Billing Questions

I can’t find the grant/contract in OBIS.

If you are not your PCSC’s OBIS Security Administrator, please contact that person for access. If you are your PCSC’s OBIS Security Administrator, log into OBIS and navigate to the security section (link in top, right corner of OBIS). Choose the Manage Permissions option. From here you may either assign permissions by grant or by user. Be sure that the user account has the Submit Invoices option checked.

I have nothing to bill for this quarter. What do I do?

Your contract requires you to bill by the quarterly billing deadlines. If you have no WRT tuition for which to bill, please submit a $0 invoice in OBIS for that time period. Please contact Kari Kauffman if you are unsure how to do this.
**SUE Questions**

I can't log into the SUE system.

Your username and password for the SUE system are not the same as your username and password for OGMS or OBIS. If you forgot your username, password, or are experiencing any other issue logging into SUE, please contact Becky Wood.
Appendix A: Student Information and Attestation of Eligibility

This document is provided as an example. A fillable version of the Student Information and Attestation of Eligibility form can be found on the SBCTC’s website.

1. Criteria for Individual Student Eligibility (check one):

☐ Dislocated Worker, claiming UI benefits: Laid-off or otherwise lost employment through no fault of their own and actively claiming WA state UI benefits.
   i. Required Documentation: eServices portal printout or most recent UI check stub.

☐ Dislocated Worker, exhausted benefits: Is unemployed and has exhausted UI benefits within the 48 months.
   ii. Required Documentation: eServices portal printout showing exhausted UI benefits within the past 48 months.

☐ Dislocated Worker, received notice of lay-off.
   iii. Required Documentation: Lay-off notice from employer and current WA state UI Monetary Determination form. Student must provide acceptable documentation when they start claiming UI.

☐ Vulnerable Worker, Expanded Eligibility Policy: Meets two of three published criteria.

☐ Stop Gap Employment: Student has taken a stop gap job as defined in published eligibility guidelines.
   v. Required Documentation: Self-sufficiency calculator, recent pay stub showing income at or below 175% federal poverty level, or signed Worker Retraining Self-Attestation.

☐ Displaced Homemaker: Has been providing unpaid services to family members in the home and (a) has been dependent on the income of another family member but lost that supporting income within the last 24 months; and (b) is unemployed, or underemployed as defined in the eligibility guidelines.
   vi. Required Documentation: Signed attestation by eligible student supported by a copy of WA state legal document, such as divorce decree, legal separation, death certificate. If employed, proof that net earned income (pay stub or tax return) is at or below 175 percent of poverty level.

☐ Formerly Self-Employed: Unemployed as a result of general economic conditions in the WA state community in which the individual resides, or as the result of a natural disaster.
   vii. Required Documentation: Attestation by eligible students, most recent tax return indicating self-employment, and proof of economic condition or natural disaster that
resulted in unemployment.

☐ **Active Duty Military Member:** Active duty military service member with an official notice of separation.

viii. **Required Documentation:** Official notice of separation.

☐ **Unemployed Veteran:** Separated from the U.S. armed services in the last 48 months, is a WA state resident, and is currently unemployed.

ix. **Required Documentation:** DD214 (discharge papers) showing a separation date within the past 48 months and a WA state-issued identification card.

2. **SBCTC Disclaimer:** Student Social Security Number

The Washington State Board for Community and Technical Colleges (SBCTC) pursuant to RCW 28B.50.090 authorizes this organization to ask you to provide your social security number. The number will be used for keeping records, research on students in general, and summary reporting. Your number also will be provided to SBCTC. SBCTC gathers information about students and programs to meet state reporting requirements. It also helps to plan, research and develop programs. This information helps to support the progress of students and their success in the workplace and other educational programs. When conducting research, your social security number will only be disclosed in a manner that does not permit personal identification. Your social security number will never be used to report personal information. By providing your social security number, you are consenting to these uses as identified. Provision of your social security number and consent to its use is not required and if you choose not to do so, you will not be denied any right, benefit, or privilege provided by law. You may revoke your consent for the use of your social security number at any time.

3. **Student Information**

Name:______________________________ Home Phone Number:________________________

Social Security Number:_______ - _____ - ___________

Home Address:__________________________________________________________________

City, State, Zip:________________________________________________________________

4. **Student Attestation:** I hereby attest that I meet the eligibility criteria checked in question one (above) and wish to apply for WRT funds to assist me with tuition at my chosen PCSC. I have provided the most current documentation available to substantiate my eligibility. I understand that Worker Retraining funds will pay for tuition only.

5. **Student Acknowledgement of Receipt (SAR):** I have been provided with information about the program completion and placement rates of the program of study and the career or occupational outlook for this program of study in the local labor market.

Student Signature:_________________________________________ Date:________________________
# Enrollment and Registration Information

THESE SECTIONS MUST BE COMPLETED BY THE PRIVATE CAREER SCHOOL OR COLLEGE

<table>
<thead>
<tr>
<th>Program Information</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Title:</td>
<td></td>
</tr>
<tr>
<td>CIP Code(^1):</td>
<td></td>
</tr>
<tr>
<td>Program Start Date:</td>
<td></td>
</tr>
<tr>
<td>Program End Date(^2):</td>
<td></td>
</tr>
<tr>
<td>First Date Eligible for WRT Funding:</td>
<td></td>
</tr>
<tr>
<td>Program Tuition(^3):</td>
<td></td>
</tr>
</tbody>
</table>

Complete all that apply to this program:

<table>
<thead>
<tr>
<th></th>
<th>Clock Hours</th>
<th>Quarter Credits</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total # in program:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total # in fiscal year (7/1/21-6/30/22):</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

\(^1\) CIP codes are on the [SBCTC website](http://www.sbctc.wa.us).

\(^2\) Students enrolled in programs that span two or more fiscal years must be re-screened for eligibility each fiscal year. Eligibility documentation must be completed prior to receiving funding for each fiscal year.

\(^3\) The total amount received through WRT may only be applied toward tuition, not books or fees. WRT payments cannot exceed the total tuition charged (tuition includes registration fees and lab fees, but does not include kits, supplies, or books).
Appendix B: Sample Labor Market Information

Labor Market Information may be found on the Employment Security Department's (ESD) website. The PCSC may provide WRT students with labor market information from the website by clicking on the Labor Market tab and then selecting "Learn about an occupation" on the left-side menu.

Click on the Learn about an Occupation link near the top of the page.

On the Learn about an Occupation screen, you may search for an occupation by typing in an occupation title. One to several choices may appear. In this example, Automotive Technicians and Mechanics was chosen.
Select the appropriate county(ies) or Workforce Development Council area. In this example, the Pacific Mountain Workforce Development Area was chosen.

Automotive Technicians and Mechanics

Next, click on the occupation title.
The following information will be displayed:

**Automotive Service Technicians and Mechanics**

Not in demand

Pacific Mountain WDA: Grays Harbor, Lewis, Mason, Pacific, Thurston counties

Job description
Diagnose, adjust, repair, or overhaul automotive vehicles. Excludes Automotive Body and Related Repairers (493021), Bus and Truck Mechanics and diesel Engine Specialists (493031), and Electronic Equipment Installers and Repairers, Motor Vehicles (492096).

Education and training
According to the Federal Bureau of Labor Statistics (BLS), the typical level of education that most workers need to enter this occupation is: *Postsecondary nondegree award*. Additional training, experience, licenses or credentials may be required. Learn more at BLS.

Training programs
Career Bridge

Pay
Average annual salary $45,485
Average hourly wage $21.87

Employment trends
Average annual growth rate (2016-2026) 0.8%
Estimated employment (2016) 1,207
Average annual total openings (2016-2026) 495

Click the reset button to go back to the previous page.

Statewide information in this occupation can be obtained by clicking on the occupation title.
## Automotive Service Technicians and Mechanics

**Washington State**

**Soc Code:** 493023  Updated: 8/21/18

### Job description

Diagnose, adjust, repair, or overhaul automotive vehicles.
Excludes Automotive Body and Related Repairers (493021), Bus and Truck Mechanics and Diesel Engine Specialists (493031), and Electronic Equipment Installers and Repairers, Motor Vehicles (492096).

### Education and training

According to the Federal Bureau of Labor Statistics (BLS), the typical level of education that most workers need to enter this occupation is: Postsecondary nondegree award. Additional training, experience, licenses or credentials may be required. Learn more at BLS.

### Pay

<table>
<thead>
<tr>
<th></th>
<th>Average annual salary</th>
<th>Average hourly wage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average annual salary</td>
<td>$48,410</td>
<td>$23.27</td>
</tr>
<tr>
<td>Average hourly wage</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Employment trends

<table>
<thead>
<tr>
<th>Employment trends</th>
<th>1.4%</th>
<th>16,318</th>
<th>6,968</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average annual growth rate (2016-2026)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Estimated employment (2016)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Average annual total openings (2016-2026)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Consolidated Labor Market Information

The following is a sample of a consolidated labor market information sheet that PCSCs offering multiple training programs may choose to use. The information is found at on the ESD website and consolidated onto one page. If the PCSC uses a consolidated list like this, it must be updated frequently. Below the sample are instructions for locating information from the website.

In the sample below the local market region has been defined as the Pacific Mountain Workforce Development Area (Grays Harbor, Lewis, Mason, Pacific and Thurston Counties). You may pick the Workforce Development Council Area or county(ies) in your region.

<table>
<thead>
<tr>
<th>Automotive Technology</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Employment in Local Market Area (2016)</td>
<td>1,207</td>
<td></td>
</tr>
<tr>
<td>Average Annual Total Openings in Local Area (2016-26)</td>
<td>495</td>
<td></td>
</tr>
<tr>
<td>Percentage of successfully placed graduates (2018)</td>
<td>3.0%</td>
<td></td>
</tr>
<tr>
<td>Statewide Average Annual Total Openings (2016-26)</td>
<td>6,968</td>
<td></td>
</tr>
<tr>
<td>Statewide Average Annual Growth Rate</td>
<td>1.4%</td>
<td></td>
</tr>
<tr>
<td>Average Annual Salary</td>
<td>$48,410</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Heating, Ventilation, Air Conditioning &amp; Refrigeration Technology</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Employment in Local Market Area (2016)</td>
<td>321</td>
<td></td>
</tr>
<tr>
<td>Average Annual Total Openings in Local Area (2016-26)</td>
<td>136</td>
<td></td>
</tr>
<tr>
<td>Percentage of successfully placed graduates (2018)</td>
<td>25%</td>
<td></td>
</tr>
<tr>
<td>Statewide Average Annual Total Openings (2016-26)</td>
<td>2,548</td>
<td></td>
</tr>
<tr>
<td>Statewide Average Annual Growth Rate</td>
<td>2.0%</td>
<td></td>
</tr>
<tr>
<td>Average Annual Salary</td>
<td>$52,877</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Legal Assistant/Paralegal</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Employment in Local Market Area (2016)</td>
<td>325</td>
<td></td>
</tr>
<tr>
<td>Statewide Average Annual Total Openings (2016-26)</td>
<td>1,758</td>
<td></td>
</tr>
<tr>
<td>Field</td>
<td>Value</td>
<td>Source</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td><strong>Legal Assistant/Paralegal</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Average Annual Total Openings in Local Area (2016-26)</td>
<td>92</td>
<td>Statewide Average Annual Growth Rate</td>
</tr>
<tr>
<td>Percentage of successfully placed graduates (2018)</td>
<td>0.0%</td>
<td>Average Annual Salary</td>
</tr>
<tr>
<td><strong>Machine Technology</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Estimated Employment in Local Market Area (2016)</td>
<td>282</td>
<td>Statewide Average Annual Total Openings (2016-26)</td>
</tr>
<tr>
<td>Average Annual Total Openings in Local Area (2016-26)</td>
<td>72</td>
<td>Statewide Average Annual Growth Rate</td>
</tr>
<tr>
<td>Percentage of successfully placed graduates (2018)</td>
<td>33.8%</td>
<td>Average Annual Salary</td>
</tr>
<tr>
<td><strong>Office Administration</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Estimated Employment in Local Market Area (2016)</td>
<td>284</td>
<td>Statewide Average Annual Total Openings (2016-26)</td>
</tr>
<tr>
<td>Average Annual Total Openings in Local Area (2016-26)</td>
<td>81</td>
<td>Statewide Average Annual Growth Rate</td>
</tr>
<tr>
<td>Percentage of successfully placed graduates (2018)</td>
<td>7.0%</td>
<td>Average Annual Salary</td>
</tr>
</tbody>
</table>
Appendix C: Sample Student Eligibility Documentation

This section contains examples of acceptable eligibility documentation. If a student is unable to produce one of the following eligibility documents, please contact SBCTC staff to explore whether other options may be available.

Please note: The PCSC must ensure that documentation is current. A student cannot be reasonably assumed to still be eligible if the last shown payment on the WIA 001 report or process date on a UI check stub is several weeks prior.

Dislocated Worker Documentation

eServices Portal Printout: Have students log-in through the eServices website and provide the “weeks summary” view from their UI claim data. They can find that by starting on their home page:

Information about the UI claim, found by clicking on the blue UI Claim hyperlink under “My accounts”. Here is the printout needed for eligibility:

![Printout of UI claim information]
Unemployment Insurance (UI) Check Stub

The check stub must show a weekly benefit amount (WBA) of more than $0 and a process date that shows the payment was made recently.

Note: This example shows the actual check in addition to the detachable stub. A copy of the check is not necessary.
UI Monetary Determination Form

This form can only be used for students who have received a lay-off notice and are not yet claiming UI. It must be accompanied by an official layoff notice from the employer. The Date Mailed or other timestamp must be a recent date.

### Table: Initial Determination

<table>
<thead>
<tr>
<th>Claimant Name</th>
<th>Employer Name</th>
<th>Account Number</th>
<th>Benefit Year Begins</th>
<th>Benefit Year Ends</th>
<th>Weekly Benefit Amount</th>
<th>Maximum Benefits Payable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**UI Monetary Determination**

B-1. This form can only be used for students who have received a lay-off notice and are not yet claiming UI. It must be accompanied by an official layoff notice from the employer. The Date Mailed or other timestamp must be a recent date.

<table>
<thead>
<tr>
<th>Benefit Year Begins</th>
<th>Benefit Year Ends</th>
<th>Through</th>
<th>Date Mailed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Quarterly Totals:**

<table>
<thead>
<tr>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages</td>
<td>Hours</td>
<td>Wages</td>
<td>Hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Reported Earnings**

STATEWIDE FEDERAL TOTAL WEEKLY BENEFIT AMOUNT

<table>
<thead>
<tr>
<th>Earnings</th>
<th>Hours</th>
<th>Weekly</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**

- This request must be made within one year of the mailing date of this Statement of Wages and Hours. Any request must be made within one year of the mailing date of this statement.
- This form must be accompanied by an official layoff notice from the employer.
- Any request that is not made within one year of the mailing date of this statement will not be considered.
- If you have any questions or need further assistance, contact your local Employment Security Department office or call 1-800-562-6682.
Displaced Homemaker

The student must provide a self-attestation (see Worker Retraining Self-Attestation Form) and a WA state legal document.

Official Washington State Legal Document

The student must provide a divorce decree, legal separation document or death certificate that shows the event that displaced the student happened within the past two years. The example below would not be sufficient as the date filed is more than two years in the past.
### Appendix D: Worker Retraining Self Attestation Form

*A fillable version of this form can be found on the SBCTC website.*

#### Student Information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>MI</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Self-attestation Questions

Students who are displaced homemakers, formerly self-employed, eligible under the expanded eligibility policy or the stop gap employment policy may self-attest to the information below.

1. **Are you formerly self-employed, and no longer have work because of local economic conditions?**
   - Yes ☐
   - No ☐

2. **Are you formerly self-employed, and no longer have work because of a natural disaster?**
   - Yes ☐
   - No ☐

3. **Are you a displaced homemaker?**
   - Yes ☐
   - No ☐

4. **Are you currently unemployed?**
   - Yes ☐
   - No ☐

5. **Are you currently employed, but have a net income of less than 70% of Washington’s Median Family Income (displaced homemakers and stop-gap employment categories only)?**
   - Yes ☐
   - No ☐

6. **Are you currently employed, but the position is temporary in nature and only intended to support you as you complete training? Upon completion of your training program you intend to end this job for a position in line with your training program.**
   - Yes ☐
   - No ☐

7. **Have you earned 45 college-level quarter credits (30 semester credits) and a credential?**
   - Yes ☐
   - No ☐

8. **Have the minimum qualifications for your current position changed and training is necessary to maintain employment in your current position?**
   - Yes ☐
   - No ☐

#### Student Statement

Provide any additional information that supports your eligibility for the Worker Retraining program.

#### Self-Attestation Statement

I certify that the information provided on this document is true and accurate to the best of my knowledge and belief. I understand that such information is subject to verification and further understand that the above information, if misrepresented or incomplete, may be grounds for immediate termination from the Worker Retraining program and/or penalties as specified by law.

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
Appendix E: Program Mix and Billing Records Tool

The Program Mix and Billing Records Tool has been developed to support PCSCs in fully and accurately calculating each invoice. Use of the tool is required and is incorporated into the PCSC’s WRT contract.

General Information

- The tool consists of several different tabs in an Excel workbook and has several pre-programmed aspects to minimize administrative burden.
- The entire tool must be submitted with each invoice, not just the Billing Records Report tab.
- The tool must be submitted as an Excel workbook.
- PCSCs must still maintain backup documentation that supports the billing. This includes the student ledgers, transcripts, attendance and proof of satisfactory academic progress.
- Certain cells or entire tabs may be locked to preserve the integrity of the tool. If changes are needed in one of these areas, contact SBCTC.
- The tool is intended as an electronic document and is not designed for printing.

Final Reporting

A completed and finalized Program Mix and Billing Records tool must be submitted with the final invoice for the fiscal year. The Billing Records Report must be fully updated, including Student Status and all applicable Employment Status.

Sections of the Tool

Instructions

This tab contains basic information regarding the tool and contact information if additional technical assistance is needed.

General Contact Information

Most of this section must be completed by the PCSC as part of the WRT application. This information auto-populates cells throughout the tool. SBCTC will update this section with the approved contract amount if the PCSC is selected.

If staff changes at the PCSC occur during the contract year, please contact SBCTC as well as update that information in this section.

Program Mix

The Program Mix document is completed by the PCSC during the application process. A complete Program Mix is a minimum requirement to be considered for a WRT contract.

It is important to note that the Program Mix document is not considered complete unless each cell
is filled in for each program name entered. The only exception is if the program does not award credits, in which case “Total Number of Credits in Program” can be left blank.

Once the Program Mix is approved and incorporated into the contract, the sheet will be locked. Any changes to the Program Mix must be made by request to SBCTC. Only adjustments to existing WRT programs will be considered.

**Billing Records Report**

The Billing Records Report must be updated every time the PCSC submits an invoice through OBIS. The report helps PCSCs track each student they are serving with WRT funds, and provides SBCTC with the data necessary to ensure invoices are accurate as well as monitor outcomes for students.

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PCSC Name, Billing Contact, and orange Balance Box</strong></td>
<td>PCSC Name, Billing Contact and Contract Amount are automatically populated based on information entered on the General Contact Information tab. The Total Billed To Date is calculated based on the information entered in the billing sections of the report. The difference between the contract amount and the billed amount is shown as Balance. This balance is the total amount of WRT funds still available to be billed.</td>
</tr>
<tr>
<td><strong>Student Status</strong></td>
<td>Enter whether the student is active, completed or has dropped. Update this field for all students, as applicable, each time the report is submitted.</td>
</tr>
<tr>
<td><strong>Employment Status</strong></td>
<td>Update this field as each student completes their program. For more information on employment tracking requirements, see the Employment Placement section.</td>
</tr>
<tr>
<td><strong>Program Name</strong></td>
<td>This is automatically populated with the PCSC's approved WRT programs. Select the appropriate program.</td>
</tr>
<tr>
<td><strong>First Date Eligible</strong></td>
<td>Enter the first date the student is eligible for WRT funds. See the Determining the First Date Eligible section for guidance. This date must also be entered on the student’s Appendix A.</td>
</tr>
<tr>
<td><strong>Program Start Date</strong></td>
<td>Enter the published start date of the student’s program, not the first date eligible for funds.</td>
</tr>
<tr>
<td><strong>Program End Date</strong></td>
<td>Enter the expected end date of the student’s program. If the student’s end date changes be sure to update this field.</td>
</tr>
<tr>
<td><strong>Billing Rate</strong></td>
<td>This is automatically populated with the appropriate billing rate for the approved WRT program.</td>
</tr>
<tr>
<td><strong>Total Eligible per Program</strong></td>
<td>Enter the total eligible hours or credits for which the student is eligible to receive WRT tuition assistance. This may be the same number as the total eligible hours or credits for the program as found on the Program Tuition Assistance Rate tab. However, the total eligible hours or credits must be adjusted to only include those hours occurring after the First Date Eligible. The Total $ field will automatically calculate.</td>
</tr>
</tbody>
</table>
### Name | Description
--- | ---
**Total Billed In Prior Fiscal Years** | Enter the amount billed in previous fiscal years for each student.
**Total Billed to Date in Current Fiscal Year** | This field is automatically calculated based on what is entered in the following billing columns for each student. Please use this field to double check the billing documentation and submitted invoices for each student.
**All Eligible but Not Yet Billed** | This section is automatically calculated based on the amounts entered in Total Billed to Date in Current Fiscal Year and in the Total Eligible per Program fields. Please use this section to monitor expenditures for each student.
**Billing Sections** | Each time the PCSC bills, a different Billing Section will be completed. These billing sections help calculate the total amount the PCSC may invoice for in the given billing period.

The first step is to replace the column title with the billing period dates. These are the same dates entered on the invoice in OBIS. To replace, click in the cell that says (Replace with Billing Period dates). Type in the dates using a dd/mm/yy format.

Next, enter the number of hours or credits billed in the billing period for each student. The Amount Billed is automatically calculated based on the Billing Rate entered for the student. If the PCSC is providing a reduced rate for the student, manually enter the total amount billed for the student in the billing period in the Total $ column. Please note: SBCTC does not recommend PCSCs provide their students a reduced rate.

At the top of the billing section there is a gray box with a running total for the billing period. This total must match the amount billed in OBIS.

This report is a living document and will be used at the end of the year as the final report for all students served. Do not delete students who receive WRT funds in the current fiscal year.

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**CIP Codes**

A table of all CIP Codes (Classification of Instruction Programs Codes) is included to assist with the creation of the program mix document.

**Program Tuition Assistance Rates**

*Please note: this tab is not viewable until a contract has been awarded.*

The Program Tuition Assistance Rates are calculated by SBCTC once a contract has been awarded. For more information on how rates are calculated see the [Credit and Hourly Rates and Maximum Funding](#) section. Refer to this document in offering WRT funding to students and in completing the billing records report.

**Submitting the Tool**

The tool must be submitted through [SUE](#). It may not be emailed. When submitting the tool, please add the invoice date to the title. For example “FY22_SchoolName_Oct31”.