FY23 Worker Retraining for Private Career Schools and Colleges Application Questions and Answers

SBCTC considers answers in the forthcoming Questions and Answers (Q&A) document to be the only official source for answers related to this funding source.

Q1) I already started an application in OGMS and saved it. When I log in again, I can’t find it.
A1) Be sure to click on the fiscal year for which you are applying. When you log in, OGMS will show you your grant applications for the current fiscal year. Since you apply for the next fiscal year’s grant while we are still in the current fiscal year, you’ll have to manually click into the next fiscal year to find your saved application(s). Note: We are currently in fiscal year 2022 (FY22), but you will be applying for fiscal year 2023 (FY23) funds.

Q2) I’m not sure how many FTES to request on the application.
A2) First, calculate how many FTES a single student is for each of your programs. See Calculating Worker Retraining FTES for help. Second, estimate the number of students you expect to serve during the fiscal year that may be eligible for WRT. Third, if you have more than one program, estimate how many of the anticipated WRT students will enroll in each program. Combine this information to help you determine how many FTES to request.

Q3) 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?
A3) No. As the Student Eligibility section states, a dislocated worker must be eligible for or recently exhausted Washington State unemployment insurance benefits.

Q4) I have a student who was self-employed in another state but is now a Washington resident. Does the student qualify for WRT?
A4) No. As the Student Eligibility section states, formerly self-employed student must have been self-employed in Washington State.

Q5) We are a newly licensed school in WA state, so we don’t have any completions to report. How should we answer questions 1B.a-1b.d?
A5) Please enter zeros in 1B.a-1B.c. In 1B.d, provide an explanation addressing your current program enrollments and dates, as well as any additional information that can demonstrate expected completion rate. For example, you could include completion rates from the California location, current attrition rates for the Tacoma location, or any other additional information that can help inform our understanding of expected completion rates.

Q6) I don’t see the ’23 grant under OGMS as an available grant to apply for. Is there something else I need to do?
A6) Your campus’s security administrator must give you access to each grant year. To do so, security administrators must log into OGMS, then give yourself or another staff permission to access this particular grant. Instructions for security administrators: once you have logged in, and on the 1st screen, go up to “Security”, top right, under the Log Off tab. The screen will show you as a user. Go to the Grant Permission tab, next to the User Accounts tab. Find the 2022-23 PCSC Worker Retraining Grant and click “Select”. Your user info will appear. Make sure the boxes for contribute and submit are selected, then click Update. To continue on to applying for the grant, go back to the Online Apps tab at the top, select the fiscal year “23”, and find the grant you just gave access to yourself (will show up near the bottom). You
should be able to click on “create new application”. See the OGMS User Manual for more information.