

# New River/Mount Rogers Workforce Investment Board Pell Grant Policy

## **Federal Regulation**

WIA requires the coordination of training costs with funds available under other Federal programs. To avoid duplicate payment of costs when an individual is eligible for both WIA and other assistance, including a Pell Grant, Sec. 663.320(b) requires that program operators and training providers coordinate by entering into arrangements with the entities administering the alternate sources of funds, including eligible providers administering Pell Grants. These entities should consider all available sources of funds, excluding loans, in determining an individual's overall need for WIA funds. The exact mix of funds should be determined based on the availability of funding for either training costs or supportive services, with the goal of ensuring that the costs of the training program the participant selects are fully paid and that necessary supportive services are available so that the training can be completed successfully. This determination should focus on the needs of the participant; simply reducing the amount of WIA funds by the amount of Pell Grant funds is not permitted. Participation in a training program funded under WIA may not be conditioned on applying for or using a loan to help finance the cost of the training.

## **Policy Statement**

The New River/Mount Rogers Workforce Investment Board, in an effort to follow the spirit of the law and to better serve WIA customers, have developed the following Pell Grant Policy.

Adult, Dislocated Worker and Youth Program Operators shall coordinate WIA vouchers with all other sources of financial aid available to the customers so that duplication does not occur. Program Operators are required to coordinate training funds with funds available under other Federal programs. To avoid duplicate payment of costs when a WIA customer is eligible for both WIA and other assistance, including a Pell Grant, Program Operators shall consider all available sources of funds, excluding loans, in determining a customer's overall need for WIA funds. In addition, the Program Operator shall consider the customer's non-educational needs as well, such as, living expenses, when determining the customer's overall need for WIA funds. The exact mix of funds shall be determined based on the customer's overall needs, with the goal of ensuring that the costs of the training program the customer selects are fully paid and that living expenses are assisted with so that the training can be completed successfully. The Program Operator shall also verify that there is not duplication of training vouchers provided by other local workforce areas in Virginia.

## **Pell Grant Specifications**

- 1) WIA may pay up to \$4,000 for all tuition and fee cost per year. The amount of funds that will be made available to the customer will be based on the client's Financial Award Analysis.
- 2) If no financial aid is available for the client, WIA funds may be used to pay for all tuition and fee costs up to \$4,000 per year.
- 3) The participant can receive either all or part of the Pell Grant depending on tuition and fee cost and Financial Award Analysis.

- 4) WIA will make available supportive service and needs related payment so training can be completed successfully.
- 5) To verify how coordination of Pell and WIA funds will occur, the Program Operator must have completed two documents, the attached Tentative Award Letter completed by the Pell Grant eligible Training Provider and the attached Financial Award Analysis form completed by the Program Operator. These documents will provide information on the estimated training cost, family living expense, all financial aid awarded to the participant, and information on revenue coming to the customer.
- 6) Those customers who are Pell eligible and are not interested in completing the Financial Award Analysis form are still eligible to receive supportive service to assist them in successfully completing their training, however, their Pell Grant must be exhausted before WIA funds may be used to pay for tuition and fees.

Waivers to policy specifications may be requested on an individual case-by-case basis. Waiver requests must be written and submitted to the WIB Executive Director for consideration.

### **Pell Grant Guidelines**

1. All WIA participants that are in a training activity at a Pell Grant eligible institution should apply for financial aid prior to the start of training and must apply for financial aid within the first four weeks after the start of training. Any participant that fails to comply with this requirement will stop receiving training funds through WIA, as the WIA requirements of non-duplication of costs cannot be met.
2. It is the responsibility of the Program Operator to inform all participants, who are in a training activity at a Pell Grant eligible institution, of the financial aid requirements and to ensure that the financial aid requirements are met.
3. The Program Operator will inform the Training Provider's Financial Aid Office of all WIA eligible participants and their need to receive information on the tentative amount of the Pell Grant Award and any other financial aid to be received by the participant. A Tentative Award letter will be used to collect the data.
4. A copy of the Tentative Award letter must be present in the client folder of all participants that are in a training activity at a Pell Grant eligible institution.
5. Once the participant's Pell Grant and other financial aid to be received has been determined and a Tentative Award letter has been received, the Program Operator will complete a Financial Award Analysis form on those customers who express a financial need that supportive service alone cannot meet. After completion of the Financial Award Analysis, the Program Operator will then make a determination as to the amount of the WIA Training Award that will be given to the customer and how much of the Pell Grant could be considered available to the client for non-educational needs to insure that the total cost of the training program is met.
6. When determining WIA Training Awards to be given to the customer, student loans should not be counted as a source of revenue when determining family monthly income.
7. No Program Operator may provide a WIA Training Award greater than the amount determined by the Financial Award Analysis.
8. No Training Award may be greater than \$4,000 per twelve-month period.

9. For participants that have been determined ineligible for financial aid, the Program Operator may pay up to but not more than \$ 4,000 per twelve-month period for training.
10. For participants that are in two to three year training activities, a new Tentative Award letter and Financial Award Analysis is required at the start of each new school year.

### **Pell Reimbursement**

Federal Regulations permits a WIA participant to enroll in WIA-funded training while his /her application for Pell Grant funds is pending, as long as the Program Operator has made arrangements with the training provider and the WIA participant with regards to the distribution of the Pell Grant, if it subsequently awarded. If this case should occur, the training provider must use a portion of the Pell Grant to reimburse the Program Operator the WIA funds used to underwrite the tuition and fees portion of the training. Since Pell Grants are intended to provide for both tuition and other educational-related costs, Federal Regulations states that only the portion provided for tuition and fees is subject to reimbursement.

Therefore, the following reimbursement guidelines must be adhered to:

- 1) Before WIA funds may be used to pay for training cost, the following must be in place:
  - a. The participant must have a Pell Grant Application Pending and;
  - b. Have a NR/MR WIB Pell Grant Reimbursement Agreement in place.
- 2) It is the responsibility of the Program Operator to maintain contact with the participant and training provider and to ensure that if a Pell Grant is award that the Reimbursement Agreement is put into effect.

## Financial ward Analysis

Customer Name:	Social Security Number:
Training Provider:	Name/Type of Training:
Training Service Start Date:	Training Service End Date:

A. TRAINING EXPENSES	COST PER SEMESTER/ QUARTER	NUMBER OF SEMESTER/ QUARTERS	TOTAL COST OF TRAINING SERVICE
Application/Registration	\$		\$
Tuition	\$		\$
Books/Supplies	\$		\$
Lab Fees	\$		\$
Test/License Fees	\$		\$
Other:	\$		\$
<u>Total Cost</u>			\$

B. FAMILY LIVING EXPENSES	COST PER MONTH	NUMBER OF MONTHS OF TRAINING	TOTAL COST OF EXPENSE
Housing Expense (rent, house payment, etc.)	\$		\$
Food	\$		\$
Transportation (gas, insurance, car payment, etc)	\$		\$
Utilities (electric, water, phone, gas, etc.)	\$		\$
Child Care	\$		\$
Other:	\$		\$
Other:	\$		\$
<u>Total Cost</u>			\$

C. AVAILABLE FUNDING & REVENUE SOURCES FOR THE FAMILY	AID PER SEMESTER/ QUARTER	NUMBER OF SEMESTER/ QUARTERS	TOTAL REVENUE PER MONTH
Federal Pell Grants (attach Tentative Award Letter)	\$		\$
SEOG Grant (attach document)	\$		\$
Scholarships/Grants(s)/Other Financial Aid (attach applicable award letter(s))	\$		\$
Other Education Funding Source:	\$		\$
Wages	\$		\$
TANF/Food Stamps	\$		\$
Social Security Income	\$		\$
Veterans' Benefits	\$		\$
Child Support	\$		\$
Other Family Revenue:	\$		\$
Other Family Revenue:	\$		\$
<b>Total Revenue</b>			<b>\$</b>

(\$ \_\_\_\_\_ + \$ \_\_\_\_\_ ) - \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 (A) (B) (C) **WIA Funds used for Tuition & Fees**

I hereby certify that the information provided is correct and accurate to the best of my knowledge.

\_\_\_\_\_  
WIA Service Provider Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
WIA Participant Signature

\_\_\_\_\_  
Date

## WIA – Tentative Award Letter

**Customer Name:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Training Facility:** \_\_\_\_\_

**Program Year:** 20\_\_

**WIA Case Manager:** \_\_\_\_\_

**Total Estimated Need:** \_\_\_\_\_

<u>Type of Aid Awarded</u>	Summer	Fall	Spring	Total
PELL GRANT				
SEOG				
CSAP				
LOCAL STUDENT AID				
WORK-STUDY				
PERKINS				
NURSING LOAN				
OTHER:				
OTHER:				

**Total Unmet Need:** \_\_\_\_\_

\_\_\_\_\_  
Financial Aid Staff

\_\_\_\_\_  
Date

**Return To:**

# New River/Mount Rogers Workforce Investment Boards Pell Grant Reimbursement Agreement

I, \_\_\_\_\_, acknowledge receipt of \$\_\_\_\_\_

(Participant's Name)

for payment of my tuition and fees at \_\_\_\_\_.

(Training Provider's Name)

I understand that WIA Regulations requires that the WIA Program Operators: \_\_\_\_\_ be reimbursed for the amount of the Pell Grant that would have been used for tuition and fees if my application is approved. It is also my understanding only tuition and fees are subject to reimbursement and I will receive any remaining portion of my Pell Grant. In addition, if I am not awarded a Pell Grant, I understand that I will not be responsible to repay the WIA Program Operator for tuition and fees.

(Program Operator's Name)

I have read, understand, and agree to the terms written above.

\_\_\_\_\_  
Participant's Signature

\_\_\_\_\_  
Date

**I, as a representative of the Training Provider have been informed of the above agreement.**

\_\_\_\_\_  
Training Providers Representative Signature

\_\_\_\_\_  
Date

**I as a representative for the WIA Program Operator have explained the information contained in this agreement, and have given a copy to the participant and will send a copy to the Training Provider.**

\_\_\_\_\_  
WIA Representative Signature

\_\_\_\_\_  
Date