



RIVERSIDE COUNTY
WORKFORCE INVESTMENT BOARD

**INDIVIDUAL TRAINING ACCOUNT (ITA)
COMPENSATION AND TUITION RECOVERY PROCESS
*POLICY***

Number: 20-02

PURPOSE: To establish policy and provide guidance and direction to Riverside County Economic Development Agency/Workforce Division EDA/WD staff and contracted Vendors regarding compensation and recovery of funds in conjunction with Workforce Investment Act (WIA) training dollars for Individual Training Accounts.

EFFECTIVE DATE: April 1, 2010

REFERENCES: Employment Development Department (EDD) Directive WIAD04-4, August 18, 2004 and all references incorporated therein.

LOCALLY IMPOSED REQUIREMENTS: N/A

BACKGROUND: All Local Workforce Investment Areas, as recipients of Workforce Investment Act funds, are charged with ensuring all expenditures have been made in accordance with cost limitations specified in WIA and its regulations. It is further imposed all subrecipients have a process or procedure in place for compensation of funds expended and the recovery of unused or unexpended training monies, and/or tuition refunds. The following policy and procedures are established for EDA/WD staff and Individual Training Account agreement holders in compliance with the above requirements.

POLICY: It is the responsibility of EDA/WD staff to ensure compensation for ITAs are accurate and warranted. EDA/WD Customer Service staff will provide oversight and monitoring of ITA Vendors. EDA/WD Customer Service staff will communicate at least monthly with participant and ITA Vendors to determine if the enrolled participant remains in training or if a recovery of tuition is warranted due to early termination from training. If a drop-out status exists, the EDA/WD Customer Service staff must complete the Training

Drop-Out form (CSU 448-08). This must be completed within 10 working days from knowledge of the drop-out status.

EDA/WD Customer Service staff is responsible for alerting Fiscal of changes in training status in order to initiate collection of unearned or unused training/tuition monies and/or to prohibit payment of unearned monies. EDA/WD Customer Service staff will maintain communication when such a condition exists to determine if monies were refunded or recovered. Any uncollectible refund will be subject to the debt collection process identified in EDA/WD Debt Collection Policy and Procedure #10-02.

The following process shall be followed for compensation and recovery of said funds mentioned above.

PROCEDURES:

Compensation

Vendors providing Individual Training Account services will receive payment based upon execution of the ITA Master Agreement and subsequent enrollments. ITAs will be paid in increments of fifty (50) percent at the halfway point in training hours and fifty (50) percent at completion. Any training less than two months or 320 hours will receive one hundred (100) percent payment upon completion.

Exception to this procedure only applies to Vendors (i.e. community colleges, UC Extensions and other higher education entities) who are required to receive full payment of tuition upon enrollment/registration of the participant

In order to receive payment:

- The Vendor shall submit a completed ITA invoice packet (EDA form FISCAL 448-15 ITA Invoice Packet), for each tuition payment percentage and submit with original signatures to EDA/WD Customer Service staff. Vendor shall download all invoice forms from the Workforce Development Website: www.rivcowib.org
- The Vendor may not enroll a participant prior to receiving an approved Participant Approval for Training and Cost Estimate Worksheet from EDA/WD Customer Service staff via e-mail or fax.
- The Vendor shall ensure a current W-9 (taxpayer identification number request) form is on file with the office of the Riverside County Auditor-Controller
- The Vendor shall be paid for the amount earned under the terms and conditions of the Agreement
- Vendors who are state colleges, community colleges and university extensions shall be paid for the amount earned under the terms and conditions of the Agreement. The Vendor shall invoice the EDA/WD Customer Service staff upon registration of the participant and confirmation of approval by the EDA/WD Customer Service staff via the Participant Approval for Training and Cost Estimate Worksheet

- Vendors who are vocational schools shall invoice the EDA/WD Customer Service staff using the applicable course hour payment schedule. Upon completion of participant training the vendor will provide a Training Completion Verification Form (ITA Invoice Packet), as applicable.

Any material change in the participant status (i.e. change in completion date, course transfer, tuition change, etc.) shall be requested in writing by the Vendor and approved by the EDA/WD Customer Service staff prior to submitting the final completion invoice. The Training Completion Verification Form shall be completed according to the modification.

All training completion invoices are subject to verification of participant completion as evidenced by EDA/WD Customer Service Unit receipt of a Training Completion Verification Form included in the invoice packet. Vendors shall attach verification completion invoices as applicable.

The EDA/WD has up to forty-five (45) working days to process all invoice payments submitted by Vendors. Any invoice package received by the EDA/WD Customer Service staff lacking a completed ITA Invoice packet and any applicable documentation will not be processed until all paperwork is received. Note: Photocopies or facsimiles of the invoice will not be accepted.

ITA Tuition Recovery

In the event the participant drops out of the ITA training program prior to completion, the tuition costs shall be prorated according to the calculation method used by EDA/WD identified in the ITA Master Agreement.

Vendors who are community colleges, UC Extensions and other higher education entities shall refund the County in accordance with published catalog tuition refund policy.

Tuition only ÷ number of class hours	= hourly rate
Hourly rate x number of hours attended	= tuition owed
Tuition owed + applicable contractual items <u>used</u>	= total owed
Tuition Amount - total owed	= refund due (unearned amount)

The unearned amount will be refunded to the EDA/WD immediately (within 45 calendar days) as stipulated in the Master Agreement, Article III, §3.04. Failure to comply with this provision may result in the discontinuance of future referrals to the ITA Vendor indefinitely or until such time the unearned amount is refunded.

Please direct any questions or concerns regarding this policy to the EDA/WD Program Development Unit of the Economic Development Agency, Workforce Division at 951.955.3100.



Loren Sims, Operations Manager

Revision Dates: May 26, 2009. February 9, 2010.

ls/mr/oc/tp/hr