

Support Payment and Voucher Reimbursement Policies

Policies for Support Payments

General Policies

- Attendance sheets must be completed correctly and submitted according to the support schedule posted on the instruction sheet included with the attendance sheets. Please note: The support schedule also includes the expected pay dates. Payments will be denied for attendance sheets received **seven days** after the due date. If an attendance sheet is returned for errors/corrections, it will be processed within the support run following the date it is received back in the office.
- Participants must be enrolled as a full-time student in the ITA approved training program. Participants must continue to make satisfactory progress with a minimum of 2.0 GPA to continue with support.
- Reimbursement (transportation and childcare) will not be made for sick days, holidays, or online classes. Reimbursement is only made for days you are in the classroom with an instructor.
- Reimbursement will not be made for remedial classes.
- Reimbursement will not be made for repeat classes in which WIOA has reimbursed previously.

Attendance Sheet Requirements

- Attendance Sheets must include the following:
 - Information in the top section including your name, school, program of study, current phone number and email address.
 - Enter the time in and out of class each day.
 - Course name listed as they are on schedule using 4 letters and 4 numbers (i.e. WELD1040, RNSG1720, MATH1111).
 - The instructor's signature (first initial and entire last name) is required to certify each class attended each day. (No initials and no printed names)
 - Participant's signature and date it was signed.
- **DO NOT use white-out.**
- **DO NOT write in light colored ink or pencil. USE DARK INK ONLY. Please write in BOLD enough ink for a legible scan.**
- **DO NOT mail, email or fax attendance sheets before completing classes. You will not be paid for those classes attended after sheet was mailed, emailed or faxed.**
- **DO NOT write below the dotted line. This is for WIOA staff.**
- **PLEASE NOTE:** If class times are not listed on your **Student Detail Schedule**, we will need a letter/email from your instructor stating your class times/days. If you have clinical times not on the schedule, we will need a clinical schedule from your instructor. Attendance days must match supporting schedule. Classes outside of regular schedule will need a requirement or course schedule sent by the instructor.

Policies for Support Payments (Cont.)

Childcare Requirements

- In order to receive support, childcare receipts are required weekly from the childcare facility on file and they must include the following:
 - Childcare facility's name on letterhead, pre-printed or stamped on the receipt. **The facility name cannot be handwritten.**
 - Child and/or children's' names.
 - Participant's name, amount paid and date paid.
 - The days covered by the payment (dates child attended).
- The amount that is being paid must be consistent with the daily or weekly rate sheet we have on file from the daycare facility. If the rate changes, we need a new rate sheet on letterhead from the daycare.
- Childcare is reimbursed up to the allotted amount per day but we will not reimburse more than was paid by the participant. If both parents are in training, only one parent is allowed to receive the childcare reimbursement. A Career Facilitator must be informed if you are receiving assistance from CAPS, DFACS or another agency.
- Childcare receipts received more than 30 days after service will be denied.

Policies for Vouchers and Reimbursements

- An approved voucher minimizes out of pocket cost to participants. They are available for items required to complete a program. These items include, but are not limited to tuition, books, application fees, supplies, equipment, shoes (up to \$150.00), stethoscopes (up to \$200.00), tools, and uniforms.
- \$25.00 is provided to participants every semester for basic supplies (see Approved Supply List). High cost required supplies (calculators, specialty scissors, etc.) should not be included in the \$25.00 amount.
- To avoid possible disallowance of reimbursements, participants are expected to communicate with their Career Facilitator **prior** to purchasing any items out of pocket. The Career Facilitator must receive proper documentation in a timely manner before any vouchers/reimbursements can be processed.