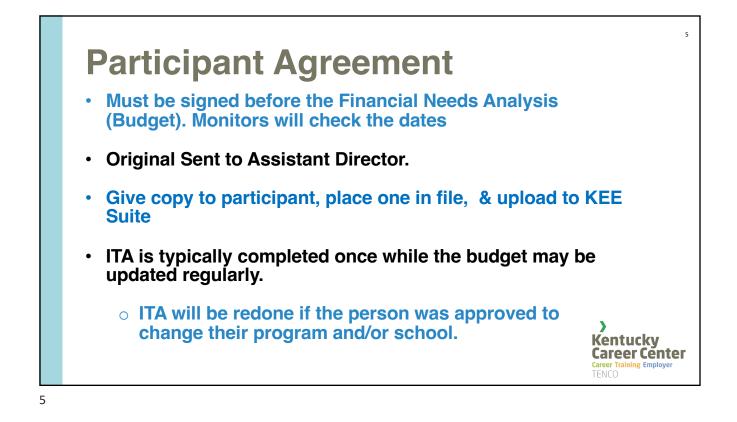
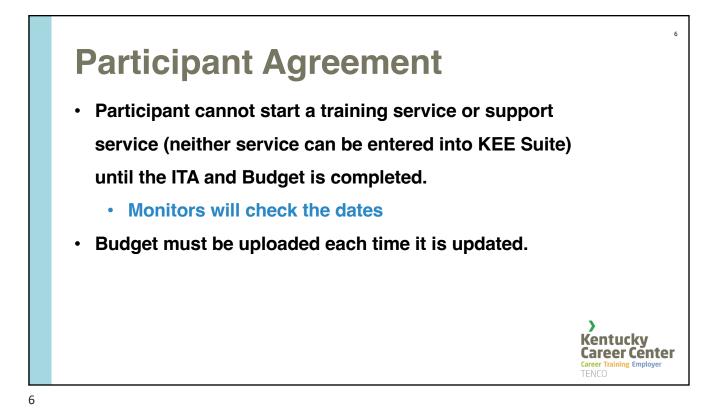




| Participant A   | Agreement  |  |  |
|---|--|--|--|
| Ner: 1024   | Nev. 1024  |  |  |
| TENCO WORKFORCE INNOVATION AND OPPORTUNITY ACT<br>WORKFORCE OPEILOPHETA TAREA (NDA)<br>PARTICIPANT ACREEMENT<br>Individual Training Accusati and Stapport Service Agreement<br>Agreement Number:  | <ul> <li>provide far TEXOO XDLA Carear Cosmoler with one copy of the Student Taussid Add awad notification. In the event im an exciption of the other far function indications: thready Add award of the other far the other tau of the other far the other tau of the other far the other</li></ul>   | <ol> <li>service med/or finite-collocition entrow share by Diff.<br/>Administratic field for GTN2000 Workfores Deceloration<br/>(1). J agree to meet visit imp WDA Carses Cosmolers subset<br/>any time decemd appropriate high EDRCO. This is a regree<br/>transmission of the State State State State State State<br/>TERCO WA staff for II accurate following competition<br/>training or schedule corress. I agree to only the TINC<br/>transmission of the State State State State State State<br/>expenditures, and profermance data.</li> <li>3. In the over 1 review VDA fands that are later challenge<br/>or mechaning statistication of the State State State State<br/>or mechaning statistication in a rest for challenge<br/>or mechaning statistication of the State State State State<br/>Wirk data to be builded Times, Landerstate that I vilit<br/>Federal Telescope to provide TINEQO WIDA. Correct Competition<br/>Will be configured trapped providing the TINCO WDA Car<br/>will be configured trapped providing the TINCO WDA Car<br/>state State State<br/>State State State<br/>State State S</li></ol> | in Board.<br>hidd upon estimates in the pro-<br>tion of the continues of WDA fur<br>the second for continues, followay and<br>the second second second second second<br>the second second second second second<br>second second second second second second second second<br>second second s |
| School Contact Person:  | <ol> <li>Iunderstand that as approved, tuition, fees, books, and supplies will be paid directly to the Training<br/>Institution at which I am enrolled and attending training or to an applicable vendor. Such</li> </ol>  | <ol> <li>TENCO Workforce Development Area staff is authorized<br/>program promotion, advertising, or nominations for awar</li> <li>Yes</li> <li>No</li> </ol>  | to use my photograph for pur<br>ds as determined appropriate.  |
| Independent Numbers         FIT CO. Area         Galaxony Area           18:05:0976-1437         069:5920-1366         069:770-1369           0:05:564:6981         069:5920-1366         069:770-1369           0:05:564:0981         069:5920-1366         069:770-1369           As a TENCO WONA participant, I understand and agree to the following:         1.         1.           1.         understand the fulfilds in Fina Area Development Direct, on balaff of the TENCO Workforce Development Down of Unoviet following to south the ort of development to the training instance   | payments will not be paid to not or any other individual on my buhaf medians prior approval hus<br>been granted by a TEXCOMPL Conser Commission.<br>8. Continued availance through the Workfore limenvision and Orportunity, Act is contingent upon<br>sulfactory parformance in training (20 grante pair investor part buffer per ensuring<br>otherwise approved by a WDA Carner Comment, and there are scheduled dasses as required by<br>the WDA we schedul. Additionally, estimated infinite part of buffer per anomaly of the<br>part of the schedule of the schedule of the schedule of the schedule of the<br>TENCO WDA on the Financial Buffett Worksheet.   | All signatures below represent agreement to the outlined<br>including the release of information necessary to maintain<br>authorize payment for allowable costs.<br><u>Signatures</u>  | 1 accurate participant records a   |
| identified above. 2. I will enroll and attend classes required for the above named course of study on a full time basis.  | <ol> <li>Iunderstand that I may be eligible to receive assistance with Supportive Service costs. Assistance<br/>with such costs may be made available in accordance with policies actuablished by TENCO<br/>Workforce Development Deard, up to the amount established are my individual "amatt need" for<br/>educational captures. Such assistance is contingent up on the availablished by OWDA funding.</li> </ol>   | Participant Signature  | Date   |
| However, I. dos understande far TiNCO WDA will waive the requirements for installar training on a fairling in which is complete any constrained training of the start of th | subscience is even with a motificate is computing in grant the resulting of WDA busines,<br>and the second second second second second second second second second<br>attendance as requered by the track DOX outbies for behaviors flowed second second second<br>flow second second second second second second second second second second<br>responses to the second second second second second second second second<br>second second second second second second second second second second<br>second second second second second second second second second second<br>second second second second second second second second second second<br>second second second second second second second second second second<br>second second second second second second second second second second<br>second second second second second second second second second second<br>second second second second second second second second second second<br>second second second second second second second second second second<br>second second second second second second second second second second second<br>second second second second second second second second second second<br>second second second second second second second second second second second<br>second second second second second second second second second second<br>second second second second second second second second second second<br>second second second<br>second second second<br>second second sec | TENCO WDA Representative Signature   | Date   |
|   |  |  |  |
|   |  |  |  |







## **Funding Allotment for Training**

- Each May Adult/DW Counselors will receive an email from the Assistant Director with an allotment which has been budgeted for you to spend on training and supportive services for *new* participants for the next Fiscal Year.
- Youth Counselors funding is based on the contract.



#### **Funding Allotment for Training**

#### Hi⊺

After a review of the budget and available funding you are being allocated \$100,000 to serve individuals who pursue training services through the Adult and Dislocated Worker program for Fiscal Year 2025. Pending the availability of additional funds your allotment may be increased. While TENCO policy allows for a maximum of \$4,000, and in some instances \$8,000, for costs associated with occupational skills training per fiscal year, you are encouraged to budget these funds wisely and to not inflate customer budgets to ensure you are able to recruit and maintain a case load of 50 individuals per quarter.

This funding allocation is for individuals you enroll after July 1, 2024, anyone who you have already enrolled and have a budget submitted are already accounted for in our Master Obligation.

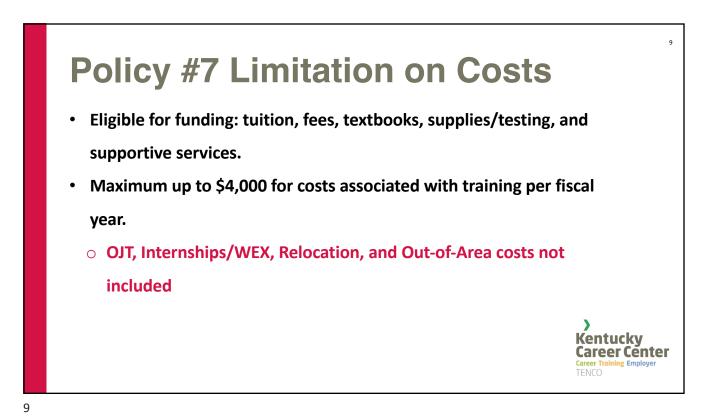
We are scheduled to receive our next round of funding in October and this allotment will be reevaluated at that time.

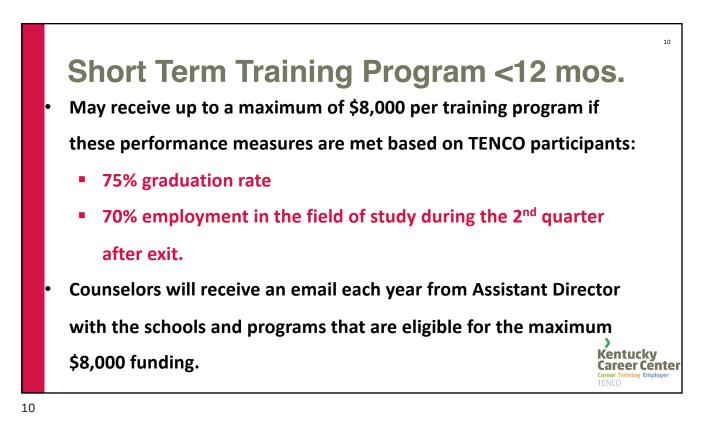
Attached is a tracker I created for you to keep track of the amount of funding you have for the year. Please let me know if you have any questions on how to use this.

Please let me know if you have any questions.

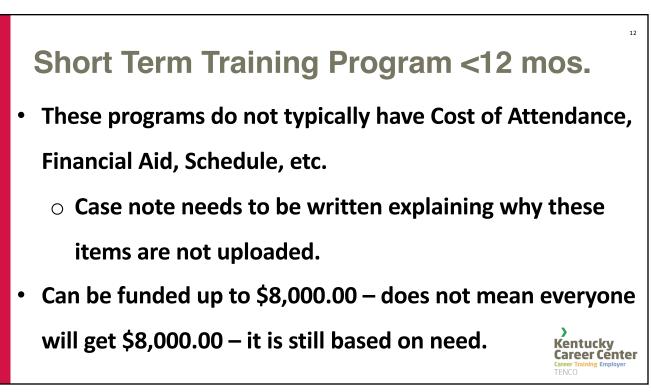
Justin







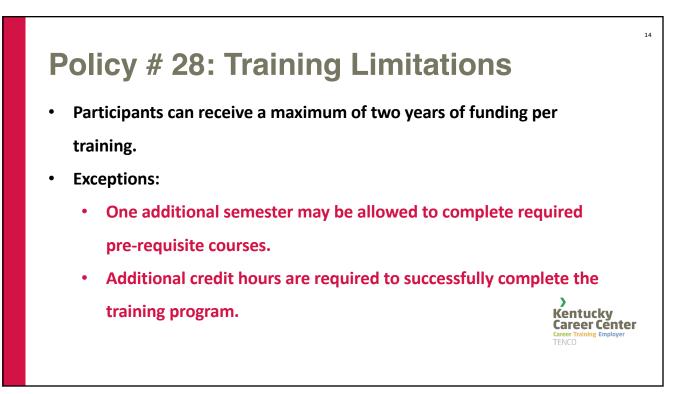
| Shor | t Term   | Trair  | ning Prog   | gram <1   | 2 mos.      |
|------|--|--|---|---|-------------|
|      | Justin Suttles   |  |   |   |             |
|      | From:<br>Sent:<br>To:  | Green, Dena I<br>Crystal Miche<br>sandra.cornet                                    | · 29, 2024 10:37 AM<br>(GWADD); Mann, Jacey (GWADD); sarahg.smith<br>Ille Riddle; Lakyn Miller, Ashley Amanda Dehart<br>tt@lewis.kyschools.us; Sullivan, Anna; Madison  | ņ.  |             |
|      | Cc:<br>Subject:  | Andrea Holbr<br>Policy 7   | rook; haley.allen@ky.gov  |   |             |
|      | Importance:  | High   |   |   |             |
|      | Good morning,  |  |   |   |             |
|      | maximum of \$8,000<br>programs. The polic<br>provide the student | 1.00. Keep in mind that<br>cy is for trainings that<br>should be <b>based on i</b> | e schools and programs of study that ar<br>at some of these schools may offer mult<br>are 12 months or less. Please keep in n<br><b>need</b> which means not everyone will rec<br>and program is calculated in May utilizir | iple certificate<br>hind that what you<br>seive the |             |
|      | Approved FY25 (July  | / 24 – June 25)  |   |   |             |
|      | <u> </u>   | School   | Program   |   |             |
|      | MCTC   |  | CDL   |   |             |
|      | ACTC   |  | CDL   |   |             |
|      | Bluegrass CDL Aca  | ademy  | CDL   |   |             |
|      | KWI  |  | Welding   |   |             |
|      | Elite Welding  |  | Welding   |   |             |
|      |  | if you have any quest  | ions.   |   | Kentucky    |
|      | Please let me know   | n you have any quoon   |   |   | кенциску    |
|      | Please let me know<br>Thank you,                                 | n you navo uny quoon   |   |   | Career Cent |

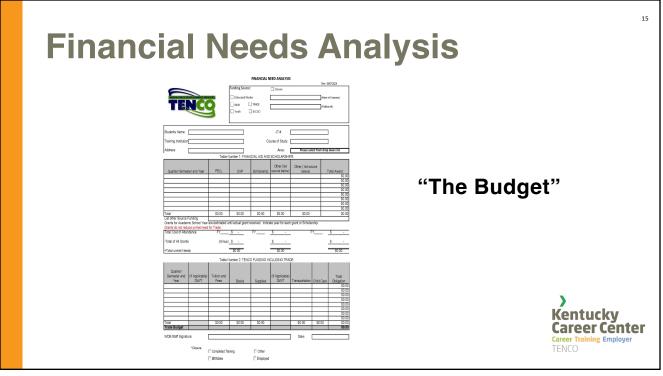


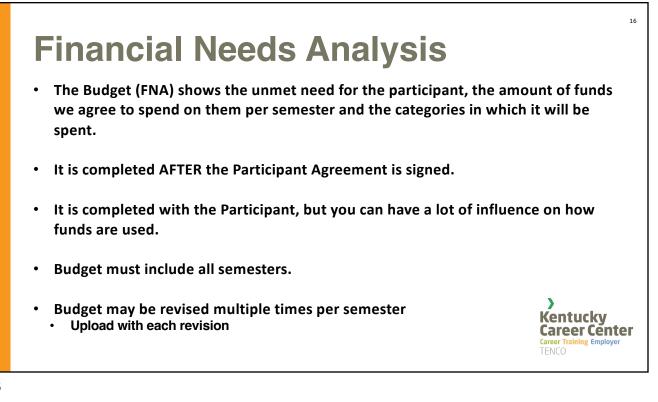
Kentucky Career Center

#### **Policy # 14: Short Term Pre-Vocational**

- Does not lead to a formal credential.
- Examples include: OSHA, TWIC, soft skill development, and basic computer classes.
- Costs cannot exceed \$2,000
- Cannot not exceed 6 months in duration
- Maximum of 2 prevocational activities.

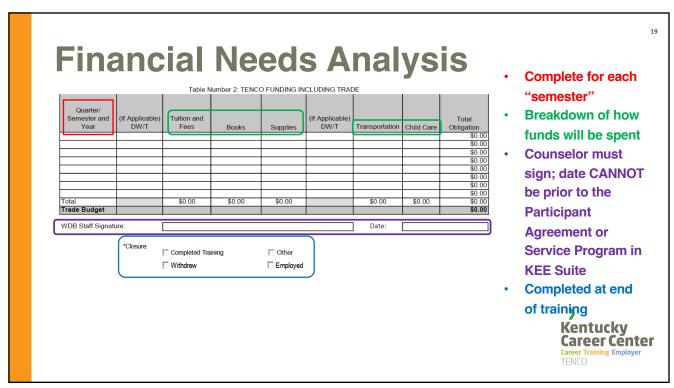


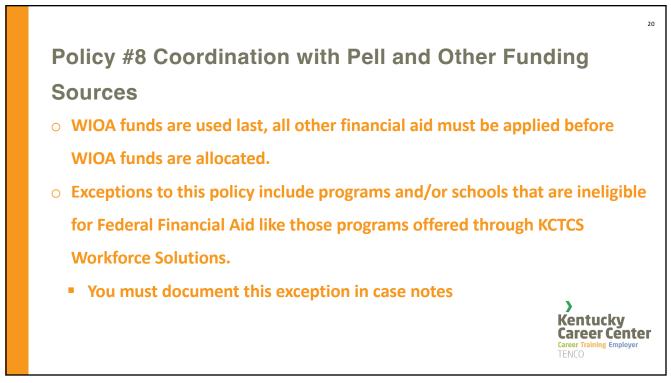


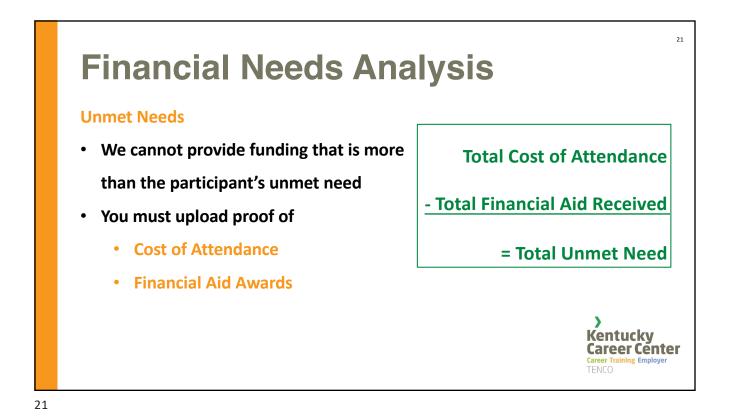


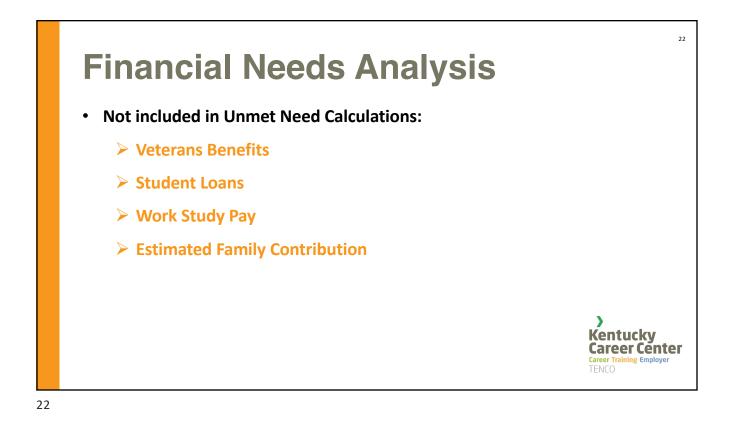
| Financ  | Funding                       | ource: Closure  | Analy  | VSIS<br>Rev. 08072024<br>(Marre of Company)<br>(Petition #)   | <ul> <li>Funding Source<br/>must be checked.</li> <li>Closure is checked<br/>when training is</li> </ul>   |
|---|-------------------------------|---|--|---|--|
| Students Name:<br>Training Institution<br>Address:          | Tabla Number 1:               | JT #<br>Course of Study<br>Area:<br>FINANCIAL AID AND SCHOLARSF | Please select from   | m drop down list  | <ul> <li>complete</li> <li>JT# is assigned by<br/>Assistant Director</li> </ul>  |
| Grants do not reduce unmet need<br>Total Cost of Attendance | PELL CAI                      | Scholarship     Scholarship                                     | Other ( list source           below)           \$0.00           \$0.00 | Total Award<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00 | <ul> <li>Area will be FIVCO,<br/>Morehead, Mt.</li> <li>Sterling or BTADD</li> <li>based on the</li> <li>Career Center</li> <li>location.</li> <li>Kentucky</li> </ul> |
| -Total of All Grants<br>=Total unmet Needs                  | (minus) <u>\$</u> -<br>\$0.00 | \$ -  | =  | \$ -<br>\$0.00  | Career Center<br>Career Training Employer<br>TENCO   |

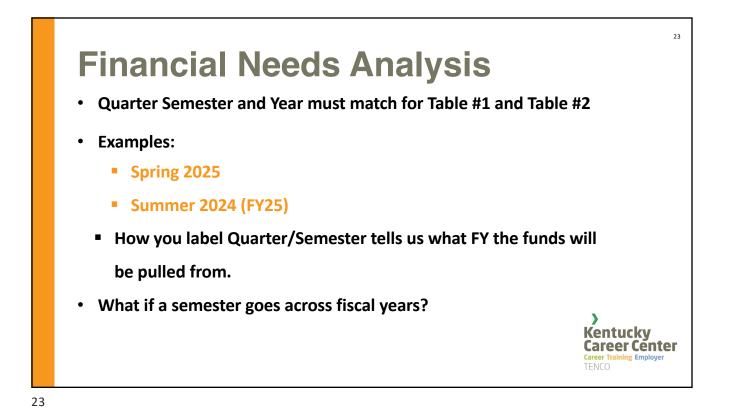
| Finan   |                          | Funding Source  | 9:                        | SA  | hal   | VSIS<br>Rev. 08072024<br>(Name of Company)<br>(Petition #)   | • | Complete for each semester  | 18 |
|---|--------------------------|---|---------------------------|---|---|--|---|---|----|
| Students Name:<br>Training Institution<br>Address:  |                          |   |                           | JT #<br>ourse of Study:<br>Area:<br>0 SCHOLARSHII<br>Other (list<br>source below) | Please select from<br>2S<br>Other ( list source<br>below) | Total Award<br>50 00<br>\$0 00<br>\$0 00<br>\$0 00<br>\$0 00<br>\$0 00<br>\$0 00<br>\$0 00<br>\$0 00                                   | • | Must match<br>documents in KEE<br>Suite<br>We cannot fund<br>more than Total<br>Unmet Needs<br>Must be calculated |    |
| Total<br>List other Source Funding<br>Grants for Academic Schoo<br>or MTG 50 not reduce Umay<br>Total Cost of Attendance<br>Total of All Grants<br>ETotal unmet Needs | et need for Trade.<br>FY | \$0.00<br>nur acteal grant<br>\$ -<br>\$ -<br>\$ -<br>\$ 0.00 | \$0.00<br>received. Indic | \$0.00<br>ate year for each<br>\$<br>-<br>\$<br>\$0.00                            | \$0.00<br>\$0.00<br>i grant or Scholarship.<br>FY         | \$0.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$0.00<br>\$<br>\$<br>\$<br>\$<br>\$<br>\$<br>\$<br>\$<br>\$<br>\$<br>\$<br>\$<br>\$ |   | each Fiscal Year  | r  |

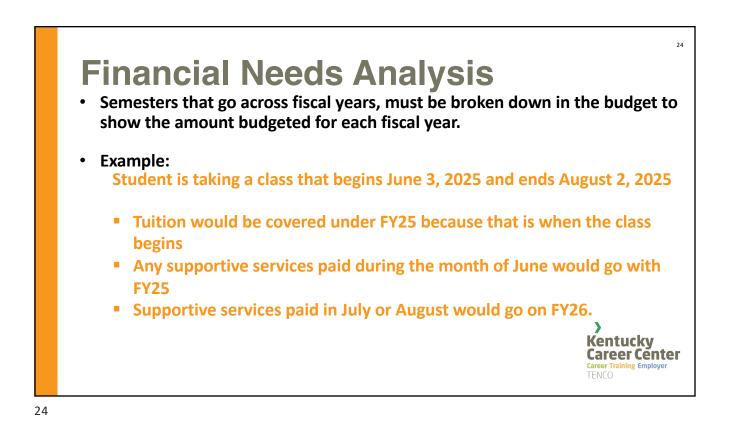




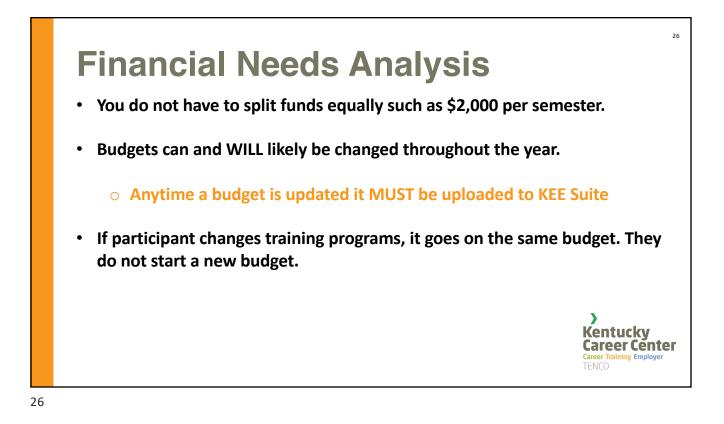


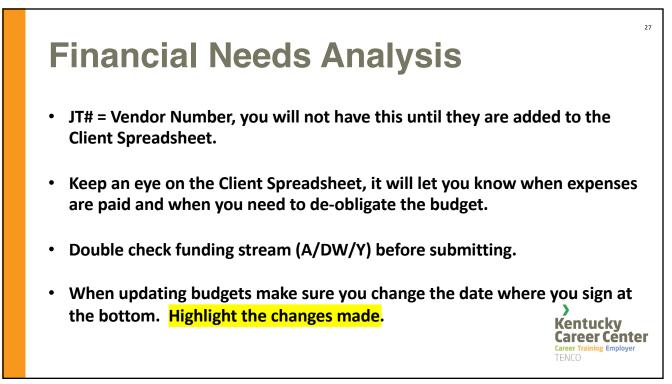


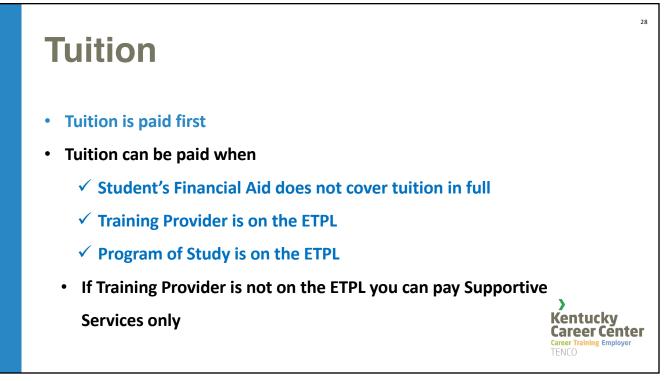


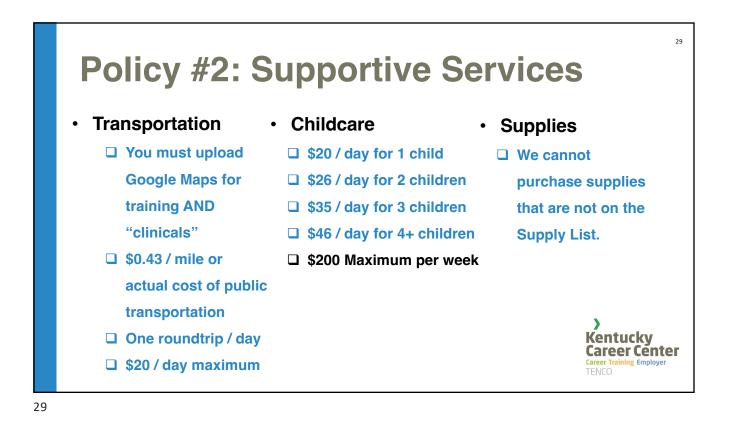


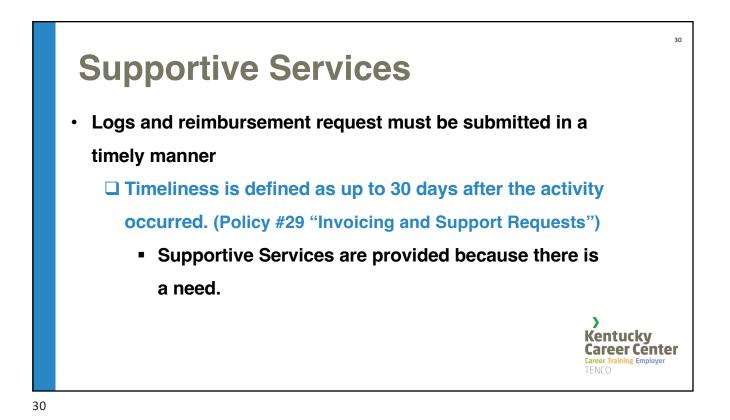
# <page-header><section-header> 54 **Financial Needs Analysis**Students don't always get financial aid during Summer terms, you may want to put most of their funds during those terms. If you would like to provide more than \$4,000 in a particular fiscal year, email Workforce Director requesting the additional amount you would like to budget and give justification. Do not assume it will be approved. Instification can include: Participant Financial Aid changes Maintained monthly contact Needs funds for certification testing.

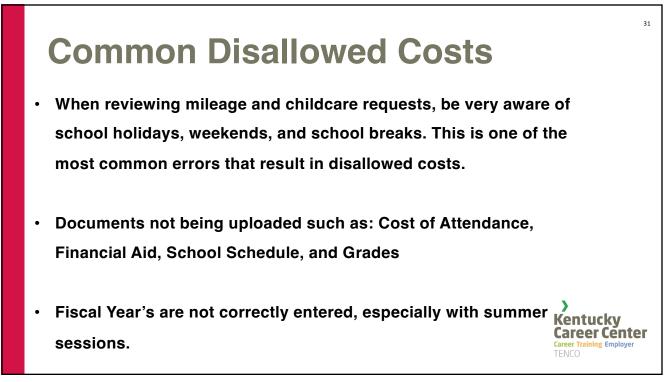


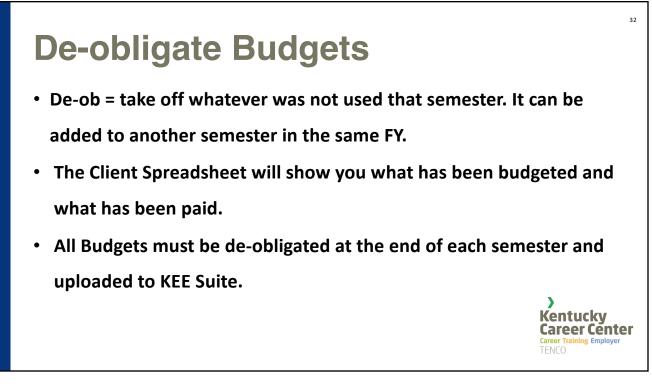












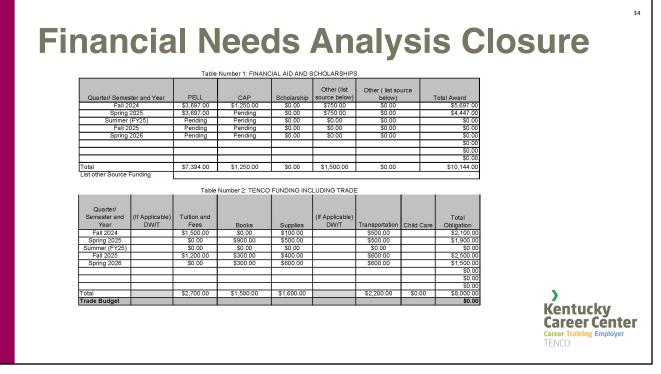
Kentucky Career Center

ig Employei

Career Tra

# **Financial Needs Analysis Closure**

- Closure budgets are submitted when everything has been paid.
  - Cannot be anything pending on a closure budget (FA)
  - $\circ~$  Communicate with Workforce Financial Specialist
- Submit closure budget to Assistant Director
- There should be uploaded documents that matches the budget COA, FA, and expenditures.



## **Client Spreadsheet - Budget**

|               |          | Budget   |          |             |          |           |          |  |
|---------------|----------|----------|----------|-------------|----------|-----------|----------|--|
| Term          | Tuition  | Books    | Supplies | Subsistence | Mileage  | Childcare | Total    |  |
| Fall 2024     | 1,500.00 | 0.00     | 100.00   | 0.00        | 500.00   | 0.00      | 2,100.00 |  |
| Spring 2025   | 0.00     | 900.00   | 500.00   | 0.00        | 500.00   | 0.00      | 1,900.00 |  |
| Summer (FY25) | 0.00     | 0.00     | 0.00     | 0.00        | 0.00     | 0.00      | 0.00     |  |
| Fall 2025     | 1,200.00 | 300.00   | 400.00   | 0.00        | 600.00   | 0.00      | 2,500.00 |  |
| Spring 2026   | 0.00     | 300.00   | 600.00   | 0.00        | 600.00   | 0.00      | 1,500.00 |  |
| Total         | 2,700.00 | 1,500.00 | 1,600.00 | 0.00        | 2,200.00 | 0.00      | 8,000.00 |  |
|               |          |          |          |             |          |           |          |  |

The Budget Section of the Client

Spreadsheet comes from what you

submit.



36

35

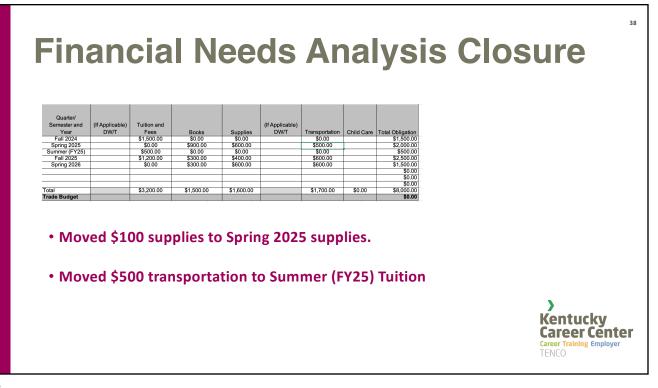
### **Client Spreadsheet - Expenses**

|          | Expenses |          |             |         |           |          |  |  |  |  |
|----------|----------|----------|-------------|---------|-----------|----------|--|--|--|--|
| Tuition  | Books    | Supplies | Subsistence | Mileage | Childcare | Total    |  |  |  |  |
| 1,500.00 | 0.00     | 0.00     | 0.00        | 0.00    | 0.00      | 1,500.00 |  |  |  |  |
| 0.00     | 0.00     | 0.00     | 0.00        | 0.00    | 0.00      | 0.00     |  |  |  |  |
| 0.00     | 0.00     | 0.00     | 0.00        | 0.00    | 0.00      | 0.00     |  |  |  |  |
| 0.00     | 0.00     | 0.00     | 0.00        | 0.00    | 0.00      | 0.00     |  |  |  |  |
| 0.00     | 0.00     | 0.00     | 0.00        | 0.00    | 0.00      | 0.00     |  |  |  |  |
| 1,500.00 | 0.00     | 0.00     | 0.00        | 0.00    | 0.00      | 1,500.00 |  |  |  |  |
|          |          |          |             |         |           |          |  |  |  |  |

The Expenses Section of the Client Spreadsheet is the charges that have come to the Workforce Financial Specialist that have been paid.

Kentucky Career Center Career Training Employer TENCO

| ient Spreadsheet - Balance   |          |                  |                     |          |           |          |  |  |
|--|----------|------------------|---------------------|----------|-----------|----------|--|--|
|  |          |                  |                     |          |           |          |  |  |
| Tuition  | Books    | Bala<br>Supplies | ance<br>Subsistence | Mileage  | Childcare | Total    |  |  |
| 0.00   | 0.00     | 100.00           | 0.00                | 500.00   | 0.00      | 600.00   |  |  |
| 0.00   |          |                  |                     |          |           |          |  |  |
| 0.00   |          |                  |                     |          |           |          |  |  |
| 1,200.00   |          |                  |                     |          |           |          |  |  |
| 0.00   |          |                  |                     |          | 0.00      | .,       |  |  |
| 1,200.00   | 1,500.00 | 1,600.00         | 0.00                | 2,200.00 | 0.00      | 6,500.00 |  |  |
| The Balance Section of the Client Spreadsheet is what is left for each semester when expenses have                       |          |                  |                     |          |           |          |  |  |
| what is left for each semester when expenses have<br>been paid and will be \$0 when the budget has been<br>de-obligated. |          |                  |                     |          |           |          |  |  |



# **Client Spreadsheet After De-ob**

|               |          | Budget   |          |             |          |           |          |  |  |
|---------------|----------|----------|----------|-------------|----------|-----------|----------|--|--|
| Term          | Tuition  | Books    | Supplies | Subsistence | Mileage  | Childcare | Total    |  |  |
| Fall 2024     | 1,500.00 | 0.00     | 0.00     | 0.00        | 0.00     | 0.00      | 1,500.00 |  |  |
| Spring 2025   | 0.00     | 900.00   | 600.00   | 0.00        | 500.00   | 0.00      | 2,000.00 |  |  |
| Summer (FY25) | 500.00   | 0.00     | 0.00     | 0.00        | 0.00     | 0.00      | 500.00   |  |  |
| Fall 2025     | 1,200.00 | 300.00   | 400.00   | 0.00        | 600.00   | 0.00      | 2,500.00 |  |  |
| Spring 2026   | 0.00     | 300.00   | 600.00   | 0.00        | 600.00   | 0.00      | 1,500.00 |  |  |
| Total         | 3,200.00 | 1,500.00 | 1,600.00 | 0.00        | 1,700.00 | 0.00      | 8,000.00 |  |  |
|               |          |          |          |             |          |           |          |  |  |

|   | Balance  |          |          |             |          |           |          |  |  |  |
|---|----------|----------|----------|-------------|----------|-----------|----------|--|--|--|
|   | Tuition  | Books    | Supplies | Subsistence | Mileage  | Childcare | Total    |  |  |  |
| 1 | 0.00     | 0.00     | 0.00     | 0.00        | 0.00     | 0.00      | 0.00     |  |  |  |
| 1 | 0.00     | 900.00   | 600.00   | 0.00        | 500.00   | 0.00      | 2,000.00 |  |  |  |
|   | 500.00   | 0.00     | 0.00     | 0.00        | 0.00     | 0.00      | 500.00   |  |  |  |
|   | 1,200.00 | 300.00   | 400.00   | 0.00        | 600.00   | 0.00      | 2,500.00 |  |  |  |
| I | 0.00     | 300.00   | 600.00   | 0.00        | 600.00   | 0.00      | 1,500.00 |  |  |  |
| I | 1,700.00 | 1,500.00 | 1,600.00 | 0.00        | 1,700.00 | 0.00      | 6,500.00 |  |  |  |

> Kentucky Career Center Career Training Employer TENCO

39

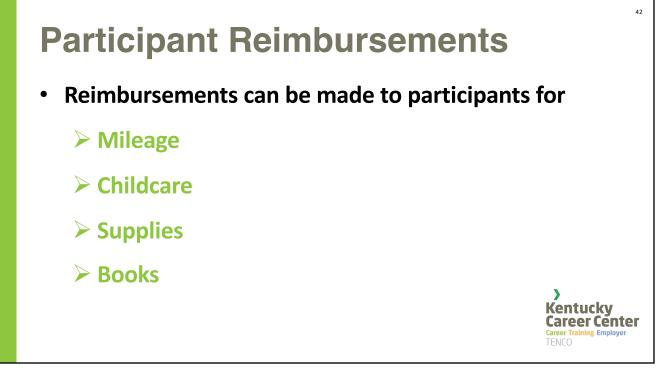
#### **Vouchers**

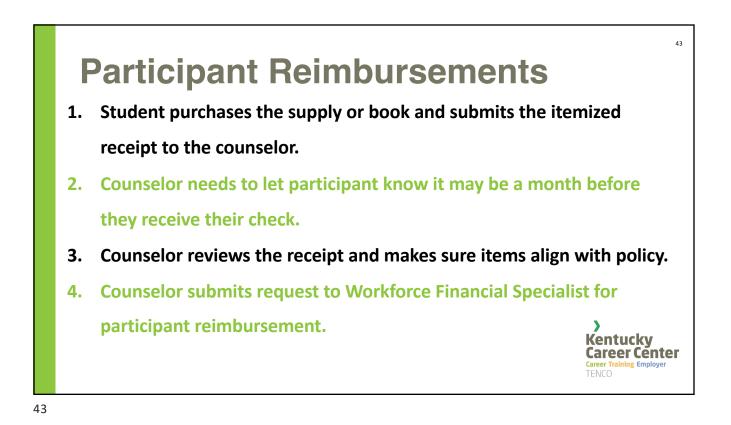
- Tuition Vouchers are written directly to the Training Provider.
- Vouchers cannot be for more than the budget allows for the category.
  - If the FNA has \$1,500 for tuition, the voucher cannot be written for \$2,000 without updating the FNA
- Voucher goes to Training Provider and copies are given to the Workforce Financial Specialist and uploaded to KEE Suite

|  |   | OR TRAINING PROVIDERS  |  |
|--|---|--|--|
| training provider on behalf of the in<br>Opportunity Act funds have been ob<br>participant, up to the amount specif<br>funding takes place and the amount<br>training or unforeseen documented | dividual identified on<br>oligated to cover allow<br>fied for all sources. Or<br>obligated will not flu<br>costs are identified a | up to the amounts specified for Title<br>this form. Title I Workforce Innovatic<br>vable educational expenses incurred<br>ace this voucher is completed the obli-<br>ctuate, unless the participant fails to<br>fiter the obligation of funding occurrer<br>issuance. This voucher, along with | n and<br>by the<br>igation of<br>attend<br>d. <b>The</b> |
| must be presented to TENCO by the  | e vendor within 30 da   | ys of incurred cost.   |  |
| TRADE PARTICIPANTS - DO NO<br>Educational Institution:   | OT USE PELL FUNDS   | ADULT/DW - USE PELL FUND   | S FIRST  |
| Name of Participant:   |   | Student LD   |  |
| Address:   |   | Phone  |  |
|  |   | <br>Major  |  |
| Cost of Attendance (Per School Doci  | umentation):  |  |  |
| Total of All Grants (Federal, State, O   |   |  |  |
| Total Unmet Educational Need:  |   |  | _  |
|  |   |  |  |
| Total Anticipated WIOA Title 1 fundi   | ng Awarded for Scho   | ol Year:   |  |
| Actual Training Start Date:  |   | Tuition:   |  |
| Term End Date:   |   | Fees:  |  |
| Send all invoices for payment to:  | P.O. Box 460<br>Maysville, KY 4105  | Development District   |  |
| the educational institution listed ab<br>educational institution has been not<br>funding on behalf of the student. Th<br>Training Provider" will not be altere                                 | ove on behalf of the id<br>tified of this award an<br>le amount awarded as<br>id, unless the student<br>the Title I represental   | and Opportunity Act Title I funds to<br>dentified student. The financial aid of<br>understands that this is an obligati<br>s shown in "WIOA Title I Funding Aw<br>fails to enroll in classes for which he,<br>ive becoming aware of such price ch  | fice of the<br>on of federa<br>arded to<br>'she is       |
| WIOA Title I Representative  |   | Date   |  |
|  |   |  |  |

#### TERCO WORKFORCE DEVELOPMENT BOARD DITLE 1 SERVICES VOUCHER FOR VENDOR SERVICES This voucher is considered to be an obligation of funding, up to the amounts specified for Title 1, on the dividual identified on this form. Title 1 Workforce Innovation and Opportunity Act funds have been obligated to cover allowable educational expenses incurred by the participant, up to the amount specified. Once this voucher is completed the obligation of funding takes place and the amount obligated will not fluctuate, unless the participant fails to attend training or unforeseen documented costs are identified after the obligation of funding account on this voucher will expire 90 days after issuance. This voucher, along with an invoice must be presented to TEXCO by the vendor within 30 days of incurred cost. 41 **Vouchers** · Supply Vouchers are written directly to the Vendor. Vendor or Supplier Name: Address Phone Fax: Vouchers cannot be for more than the budget Name of Participant: Phone: Addre School: allows for the category. Major: • If the FNA has \$500 for books, the voucher List of Approved Books/Supplies/Services Amount Approved cannot be for \$550 without updating the **FNA** Send all invoices for payment to: TENCO Workforce Development Area Buffilo Trees Area Development District P.O. Box 460 Mayyorlik, EX 1035 Phome:(606)564.4094 Fax: (606)564.0055 I hereby authorize the obligation of Workforce Innovation and Opportunity Act Title I funds to be paid to the above-referenced vendor for the supplies, books, or materials listed on behalf of the participant enrolled into WIOA Title I program. Total Amount Approved from TENCO WIOA: • If multiple vendors are used, a voucher must be written to each vendor and the total amount approved cannot exceed what is on **FNA** WIOA Title I Representative Date As a representative for the identified vendor, I hereby agree to provide the products listed directly to the participant identified and invoice Buffalo Trace ADD for the actual cost of each approved product, not to exceed the amount approved per line item. The participant shall be responsible for costs exceeding the amount approved per line. The amount awarded will not be altered, unless the product received must be returned with a credit. **Billing has occurred with 30 days of incurred costs**. · Voucher goes to Vendor and copies are given to the Workforce Financial Specialist and Vendor Representative Date uploaded to KEE Suite







| Forms : Child Care   | TENCO WORKFORCE DEVELOPMENT BOARD     Rev.07/15     44       Buffalo Trace Area Development District     201 Government Street, Suite 300     300       201 Government Street, Suite 300     Maysville, Kentucky 41056     500       TENCO Child Care Expense Form     500     500 |  |  |  |  |  |
|--|--|--|--|--|--|--|
| Expense Form     Must be completed with each                               | WDA Participant: Child Care Provider: Provider contact information: Address and Phone Number   |  |  |  |  |  |
| <ul> <li>Must be completed with each<br/>reimbursement request.</li> </ul> | Child Care Services Provided from Day Year     through Day Year     through Day Year     Actual Total Cost of Child Care Services: \$      Please list the names and ages of children for whom child care services were provided and the cost for each child:                      |  |  |  |  |  |
|  | Name Age Cost           Name         Age         Cost  |  |  |  |  |  |
|  | Name     Age     Cost  |  |  |  |  |  |

