

TENCO WORKFORCE DEVELOPMENT BOARD

Policy No. 7

Limitation on Costs

Effective:06-16-03

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TENCO Workforce Development Board will authorize payments for adult, dislocated worker and youth for **tuition, fees, textbooks, supplies/testing, and supportive services** through individual training accounts, participant reimbursement, or within the contract in which they are enrolled. Contracts must adhere to TENCO's Limitation on Costs policy. The following is the limitation on funding to be provided to WIOA adult, dislocated workers and youth participants.

- TENCO may approve up to a **maximum** of \$4,000.00 for costs associated with occupational skills training per fiscal year (July 1 – June 30). This limitation includes tuition, fees, textbooks, supplies/testing, and supportive services. On-the-Job Training, Internships/Work Experience, Relocation, and Out-of-Area costs are not included in this limitation.
- Occupational skills training programs that are twelve (12 months) or less and reflect successful past performance defined as:
 - 75% graduation rate; and
 - 70% employment in the field of study during the second quarter after exit.

may be approved up to a maximum of \$8,000.00 per training program for costs associated with their occupational skills training. Performance will be calculated from the previous fiscal year data.

- At the discretion of the TENCO Workforce Development Director, up to 5% of the total formula funds available may be used to increase the limitation of funding. The Workforce Development Career Counselor will be required to justify in writing the request to increase funding levels above the maximum. The Director shall approve or deny the request in writing and submit to the Workforce Development Career Counselor, Program Coordinator, and Fiscal department.

Tuition and Fees: Tuition expenses and educational fees may be paid. This applies to tuition and fees for on-campus, off-campus, and internet-based courses toward the completion of a course of study. Tuition and fees are to be paid via a Voucher system. These costs are not reimbursable to the customer.

Text and Reference Books: To be allowable, the text or reference book must be required or recommended by the instructor of the course in which the participant is enrolled and must correspond to the subject matter of the chosen course of study.

This applies to text or reference books for on-campus, off-campus, and internet based courses. These costs may be paid via voucher and/or reimbursed to the customer after receiving adequate documentation.

Supportive Services: Supportive services in the form of transportation and/or child care assistance may be reimbursed to the participant at the rate identified by TENCO's policy number two. Supplies/testing required by an educational institution to complete a field of study and/or obtain a required certification /license may be paid as part of a support service for participants. Supplies must be approved by TENCO. A supply list will be maintained by TENCO staff. Excluded supplies include: firearms or weapons, ammunition, medicines, computers and general school supplies, such as notebooks, pencils, or paper. Supply costs may be paid via voucher and/or reimbursed to the participant after receiving adequate documentation.

If tuition, fees, textbooks, supplies/testing, and/or supportive service costs exceed the maximum amount allowable, the participant may select the item(s) to be paid through WIOA funds and will assume the responsibility for the balance.