

## **TENCO WORKFORCE DEVELOPMENT BOARD**

### **Policy No. 30**

#### **Continuation of Funds**

**Effective Date: May 3, 2004**

**Revision Date: June 28, 2005; June 1, 2006; February 18, 2009**

**Reviewed – no changes: April 24, 2014**

**Revision Date: March 19, 2015**

**Revision Date: May 18, 2016; February 8, 2021**

WIOA training funds may be available to eligible WIOA participants attending an approved training program. Continuation of funds will depend on the following criteria.

- Participants are expected to be full time students throughout the entirety of each semester. However, TENCO will allow participants to go below full-time status for one semester without penalty. This allowance is only for participants who have initially taken a full schedule of classes, but due to unforeseen circumstances, needed to withdraw from one or more class. The participant must still meet the criteria listed below. A second semester where a withdraw results in less than full time status will result in WIOA funds being withheld for the following semester. Full time is defined by the post-secondary institution. An exception may be granted if only a minimal number of courses are available. Summer and interim sessions are excluded from this requirement.
- Participants who withdraw or fail a class(es) must be able to complete their training program within their approved timeframe or receive approval through the Program Coordinator for a modification to their training plan. (Policy 28).
- The Federal Financial Aid Forms must be completed each academic year, if applicable.
- Maintain monthly contact with Career Counselors.
- Continuation of the training plan as agreed upon by participants and Career Counselor.
- Contingent upon satisfactory performance in training (2.0 Grade Point Average per semester/quarter). If a student falls below a 2.0 GPA, the next semester/quarter is not approved for training funds. Supportive services may be approved. Courses not funded by WIOA that are used to raise the GPA must be relevant and/or required for the participant's course of study. Note: A participant who receives TRA (Trade) and is determined ineligible for continuation of WIOA training funds may also lose their TRA benefits.
- Participants attending pre-vocational and/or occupational skills training who fail or withdraw from a class may receive funding approval for no more than **one** repeated class. Funding for additional failed or withdrawn classes will be the responsibility of the participant. Out-of-pocket expenses for TRA participants may result in loss of TRA benefits.
- Providing falsified information or misrepresenting costs will result in denial of WIOA training funds for the following quarter/semester.
- Training is based on the availability of funds.