

Financial Training

July 27, 2026 at Kentucky Career Center – Morehead

July 30, 2026 at Lewis County Empower Youth



Agenda



IMPORTANT POLICIES



PARTICIPANT AGREEMENT



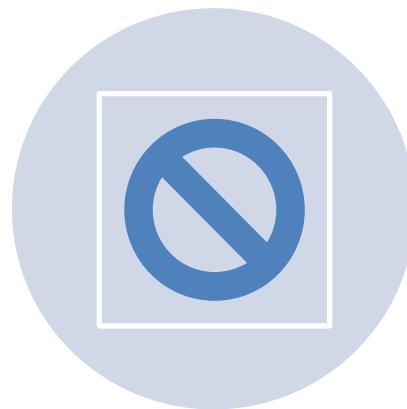
**FINANCIAL NEEDS ANALYSIS
(BUDGETS)**



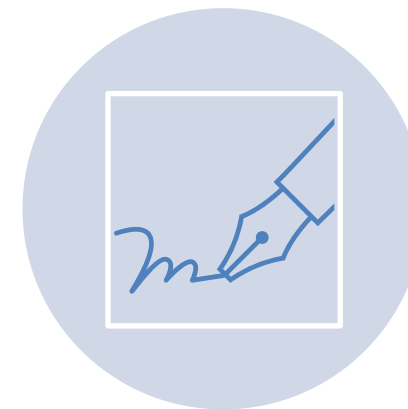
VOUCHERS



TUITION & SUPPORTIVE SERVICES



DISALLOWED COSTS



**WORK EXPERIENCE AGREEMENTS,
TRAINING PLANS, & TIMESHEETS**



FAQ

Participant Agreement

Rev. 07.26.2026

Rev. 07.26.2026

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TENCO WORKFORCE INNOVATION AND OPPORTUNITY ACT
WORKFORCE DEVELOPMENT AREA (WDA)
PARTICIPANT AGREEMENT
Individual Training Account and Support Service Agreement

Agreement Number: _____

Name: _____Workforce Case #: _____

Address: _____Phone #: _____

Alt Phone #: _____

Adult _____

Dislocated Worker _____

NDWG _____

Youth _____

Career Pathway _____

PYKTW _____

Training Start Date: _____Anticipated Completion Date: _____

Eligibility Approval Date: _____

Major Course of Study: _____

Training Institution: _____

Address: _____

School Contact Person: _____

Telephone Numbers:

Buffalo Trace ADD	FIVCO Area	Gateway Area
1-800-998-4347	606-920-2024	606-783-8525
606-564-6894	606-929-1366	606-780-0090

As a TENCO WDA participant, I understand and agree to the following:

- I understand that Buffalo Trace Area Development District, on behalf of the TENCO Workforce Development Board will provide funding toward the cost of education to the training institution identified above.
- I will enroll and attend classes required for the above-named course of study on a full time basis. However, I also understand the TENCO Workforce Development Board will waive the requirement to attend training on a full-time basis if: 1) The courses required to complete my course of study are not offered during a particular semester/quarter; 2) I am attending the last quarter or semester of my course of study and required to complete a minimal number of courses; 3) TENCO will only be paying for a select number of courses toward the completion of a course of study.

- I shall obtain, complete and submit the Kentucky and Federal Financial Aid Forms requesting consideration for Grant Funds that may be available to me. Upon notification of award, I will provide the TENCO Career Counselor with one copy of the Student Financial Aid award notification. In the event I am not eligible for financial assistance through a State or Federal Grant, I will notify TENCO representatives.
- I agree to provide TENCO Career Counselor with any information related to financial or educational assistance provided by other funding sources. Providing this information will eliminate the possibility of making duplicate payments for any costs. A duplication of payment is unallowable and may require repayment from a participant or educational institution. TENCO will not fund a participant’s educational cost without receipt of financial aid notification documentation.
- I agree to the exchange of information between TENCO, the educational institution Financial Aid office, and other agencies providing assistance on my behalf. This information will be used to document my financial status or that of my family for purposes of determining my eligibility to receive financial assistance to attend the above-named educational institution.
- Upon request, provide the TENCO Career Counselor with receipts or invoices for allowable purchases that may be reimbursed to me for costs incurred. Buffalo Trace Area Development District, Administrative Entity for TENCO Workforce Development Board and the Local Elected Officials, reserves the right to deny or withhold payment for allowable costs incurred pending receipt of original invoices or information related to training. Allowable costs approved by a TENCO Career Counselor may include book costs, transportation costs, child care costs, uniforms, or supplies required by an educational institution. To be considered for reimbursement, the Career Counselor shall represent the costs on the TENCO financial obligation form, after consideration of other sources of grant funding.
- I understand that as approved, tuition, fees, books, and supplies will be paid directly to the Training Institution at which I am enrolled and attending training or to an applicable vendor. Such payments will not be paid to me or any other individual on my behalf unless prior approval has been granted by a TENCO Career Counselor.
- Continued assistance through the Workforce Innovation and Opportunity Act is contingent upon satisfactory performance in training (2.0 grade point average or better per semester unless otherwise approved by a TENCO Career Counselor, attendance at scheduled classes as required by the WDA or school. Additionally, continued funding is contingent upon the availability of federal funding through the Workforce Innovation and Opportunity Act, up to the amount established by TENCO WDA on the Financial Budget Worksheet.
- I understand that I may be eligible to receive assistance with Supportive Service costs. Assistance with such costs may be made available in accordance with policies established by TENCO Workforce Development Board, up to the amount established as my individual “unmet need” for educational expenses. Such assistance is contingent upon the availability of WDA funding, authorization of program activities, federal or state legislative actions, continued performance and attendance as required by the TENCO Workforce Development Board or educational institution.
- If approved to receive assistance for supportive service needs, I agree to provide TENCO Career Counselors with a true and accurate record of class attendance, mileage records, or other expenses incurred for allowable costs. I understand that misrepresenting costs or providing false information

will result in the denial of the request, may result in denial of future WIOA services and/or further collection actions taken by Buffalo Trace Area Development District, Administrative Entity for TENCO Workforce Development Board.

- I agree to meet with my Career Counselor as scheduled upon entrance into the program or at any time deemed appropriate by TENCO. This is a requirement for continued WDA funding.
- I agree to report changes in training status, progress, employment, earnings, and follow-up with TENCO staff for 12 months following completion of training. Should I withdraw from training or scheduled courses, I agree to notify the Career Counselor prior to withdrawal from training. I understand that information provided to a TENCO Career Counselor is confidential and will be used to ensure accuracy of participant records, expenditures, and performance data.
- In the event I receive WDA funds that are later disallowed due to misrepresentation of information or purchasing unallowable items, I understand that I will be responsible for repayment of the Federal Funds to Buffalo Trace Area Development District, Administrative Entity for TENCO Workforce Development Board.
- I agree to provide TENCO Career Counselors with a copy of grade reports, transcripts, attendance records, supportive service information and receipts as requested. Continued funding will be contingent upon providing the TENCO Career Counselor with such information.
- I understand that Buffalo Trace Area Development District will not cover costs which have not been approved in writing, documented on my Individual Service Strategy and required by the educational institution at which I am receiving skills training.
- TENCO Workforce Development Area staff is authorized to use my photograph for purposes of program promotion, advertising, or nominations for awards as determined appropriate.

☐ Yes☐ No

All signatures below represent agreement to the outlined terms and conditions stated herein, including the release of information necessary to maintain accurate participant records and authorize payment for allowable costs.

Signatures

Participant Signature	Date
TENCO WDA Representative Signature	Date

Participant Agreement

- **Agreement must be completed before the Financial Needs Analysis (Budget)**
- **Review Participant Agreement with Participants.**
 - **Go over it and give them time to read it.**
 - **Highlight important sections**
 - **2.0 GPA**
 - **Monthly Contact**
 - **Apply for Financial Aid each year**
 - **Documents such as Schedule, Transcript, etc.**
- **Agreement number is assigned by Assistant Director**

Participant Agreement

- **Must be signed before the Financial Needs Analysis (Budget). Monitors will check the dates**
- **Original Sent to Assistant Director.**
- **Give copy to participant, place one in file, & upload to KEE Suite**
- **ITA is typically completed once while the budget may be updated regularly.**
 - **ITA will be redone if the person was approved to change their program and/or school.**

Participant Agreement

- **Participant cannot start a training service or support service (neither service can be entered into KEE Suite) until the ITA and Budget is completed.**
 - **Monitors will check the dates**
- **Budget must be uploaded each time it is updated.**

Funding Allotment for Training

- **Each Summer 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 I

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

Policy #7 Limitation on Costs

- **Eligible for funding: tuition, fees, textbooks, supplies/testing, and supportive services.**
- **Maximum up to \$6,000 for costs associated with training per fiscal year.**
 - **OJT, Internships/WEX, Relocation, and Out-of-Area costs not included**

Short Term Training Program <12 mos.

- May receive up to a maximum of \$10,000 per training program if these performance measures are met based on TENCO participants:
 - 75% graduation rate
 - 70% employment in the field of study during the 2nd quarter after exit.
- Counselors will receive an email each year from Assistant Director with the schools and programs that are eligible for the maximum \$10,000 funding.

Short Term Training Program <12 mos.

Justin Suttles

From: Justin Suttles
Sent: Monday, July 29, 2024 10:37 AM
To: Green, Dena (GWADD); Mann, Jacey (GWADD); sarahg.smith@ky.gov; McCane, Renee; Crystal Michelle Riddle; Lakyn Miller; Ashley Amanda Dehart; sandra.cornett@lewis.kyschools.us; Sullivan, Anna; Madison Onorato
Cc: Andrea Holbrook; haley.allen@ky.gov
Subject: Policy 7

Importance: High

Good morning,

I have pulled the information regarding the schools and programs of study that are eligible for a maximum of \$8,000.00. Keep in mind that some of these schools may offer multiple certificate programs. The policy is for trainings that are 12 months or less. Please keep in mind that what you provide the student should be **based on need** which means not everyone will receive the \$8,000.00. Performance for each school and program is calculated in May utilizing the previous fiscal years data.

Approved FY25 (July 24 – June 25)

School	Program
MCTC	CDL
ACTC	CDL
Bluegrass CDL Academy	CDL
KWI	Welding
Elite Welding	Welding

Please let me know if you have any questions.

Thank you,
Justin

Short Term Training Program <12 mos.

- **These programs do not typically have Cost of Attendance, Financial Aid, Schedule, etc.**
 - **Case note needs to be written explaining why these items are not uploaded.**
- **Can be funded up to \$10,000.00 – does not mean everyone will get \$10,000.00 – it is still based on need.**

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.**

Policy # 28: Training Limitations

- **Participants can receive a maximum of two or four years of funding per training.**
- **Exceptions:**
 - **One additional semester may be allowed to complete required pre-requisite courses.**
 - **Additional credit hours are required to successfully complete the training program.**

Financial Needs Analysis



FINANCIAL NEED ANALYSIS

Rev. 07.26.2026

☐ Dislocated Worker

☐ Adult

☐ Youth

☐ Closure

☐ Career Pathway

☐ NDWG

(Name of Company)

(Petition #)

Students Name:

Training Institution:

Address:

JT #

Course of Study:

Area:

Table Number 1: FINANCIAL AID AND SCHOLARSHIPS

Fiscal Year	Quarter / Semester / Month	PELL	CAP	Scholarship	Other (list source below)	Other (list source below)	Total Award
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
Total		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

List other Source Funding
Grants for Academic School Year are estimated until actual grant received. Indicate year for each grant or Scholarship.
Grants do not reduce unmet need for Trade.

Total Cost of Attendance	FY _____ \$ -	FY _____	FY _____ \$ -
-Total of All Grants	(minus) \$ -		\$ -
=Total unmet Needs	\$0.00	\$0.00	\$0.00

Table Number 2: TENCO FUNDING INCLUDING TRADE

Fiscal Year	Quarter / Semester / Month	Tuition and Fees	Books	Supplies	(If Applicable) DW/T	Transportation	Child Care	Total Obligation
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
Total		\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00

WDB Staff Signature:

Date:

*Closure:

☐ Completed Training

☐ Other

☐ Withdrew

☐ Employed

“The Budget”

Financial Needs Analysis

- **The Budget (FNA) shows the unmet need for the participant, the amount of funds we agree to spend on them per semester and the categories in which it will be spent.**
- **It is completed AFTER the Participant Agreement is signed.**
- **It is completed with the Participant, but you can have a lot of influence on how funds are used.**
- **Budget must include all semesters.**
- **Budget may be revised multiple times per semester**
 - **Upload with each revision**

Financial Needs Analysis



Rev. 07.26.2026

Funding Source:

☐ Dislocated Worker

☐ Adult

☐ Youth

☐ Career Pathway

☐ NDWG

☐ Closure

(Name of Company)

(Petition #)

Students Name:

Training Institution:

Address:

JT #

Course of Study:

Area:

Please select from drop down list

Table Number 1: FINANCIAL AID AND SCHOLARSHIPS

Fiscal Year	Quarter / Semester / Month	PELL	CAP	Scholarship	Other (list source below)	Other (list source below)	Total Award
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
Total		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

List other Source Funding
Grants for Academic School Year are estimated until actual grant received. Indicate year for each grant or Scholarship.
Grants do not reduce unmet need for Trade.

Total Cost of Attendance	FY _____	\$ -	FY _____		FY _____	\$ -
-Total of All Grants	(minus)	\$ -				\$ -
=Total unmet Needs		\$0.00		\$0.00		\$0.00

- Funding Source must be checked, AND if Career Pathway
- Closure is checked when training is complete
- JT# is assigned by Assistant Director
- Area will be FIVCO, Morehead, Mt. Sterling or BTADD based on the Career Center location.



Financial Needs Analysis



Rev. 07.26.2026

Funding Source: ☐ Closure

☐ Dislocated Worker ☐ Career Pathway ☐ NDWG

☐ Adult ☐ Youth

(Name of Company)

(Petition #)

Students Name: JT #

Training Institution: Course of Study:

Address: Area:

Table Number 1: FINANCIAL AID AND SCHOLARSHIPS

Fiscal Year	Quarter / Semester / Month	PELL	CAP	Scholarship	Other (list source below)	Other (list source below)	Total Award
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
Total		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

List other Source Funding

Grants for Academic School Year are estimated until actual grant received. Indicate year for each grant or Scholarship.

Grants do not reduce unmet need for Trade.

Total Cost of Attendance FY _____ \$ - FY _____ \$ -

-Total of All Grants (minus) \$ - \$ -

=Total unmet Needs \$0.00 \$0.00 \$0.00

- Complete for each semester and FY
- Must match documents in KEE Suite
- We cannot fund more than Total Unmet Needs
- Must be calculated each Fiscal Year

Financial Needs Analysis

Table Number 2: TENCO FUNDING INCLUDING TRADE

Fiscal Year	Quarter / Semester / Month	Tuition and Fees	Books	Supplies	(If Applicable) DW/T	Transportation	Child Care	Total Obligation
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
Total		\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00

WDB Staff Signature:

Date:

*Closure:

☐ Completed Training

☐ Other

☐ Withdrew

☐ Employed

- **Complete for each “semester”**
- **Breakdown of how funds will be spent**
- **Counselor must sign; date CANNOT be prior to the Participant Agreement or Service Program in KEE Suite**
- **Completed at end of training**

Policy #8 Coordination with Pell and Other Funding Sources

- **WIOA funds are used last, federal financial aid must be applied before WIOA funds are allocated.**
- **Exceptions to this policy include programs and/or schools that are ineligible for Federal Financial Aid like those programs offered through KCTCS Workforce Solutions.**
 - **You must document this exception in case notes**

Financial Needs Analysis

Unmet Needs

- We cannot provide funding that is more than the participant's unmet need
- You must upload proof of
 - Cost of Attendance
 - Financial Aid Awards

$$\begin{array}{r} \text{Total Cost of Attendance} \\ - \text{Total Financial Aid Received} \\ \hline = \text{Total Unmet Need} \end{array}$$

Financial Needs Analysis

- **Not included in Unmet Need Calculations:**
 - **Veterans Benefits**
 - **Student Loans**
 - **Work Study Pay**
 - **Estimated Family Contribution**

Financial Needs Analysis

- Quarter Semester and Year must match for Table #1 and Table #2
- Examples:
 - Spring 2026
 - Summer 2026 (FY27)
 - How you label Quarter/Semester tells us what FY the funds will be pulled from.
- What if a semester goes across fiscal years?

Financial Needs Analysis

- **Semesters that go across fiscal years, must be broken down in the budget to show the amount budgeted for each fiscal year.**
- **Example:**
 - Student is taking a class that begins June 3, 2026 and ends August 2, 2026**
 - **Tuition would be covered under FY26 because that is when the class begins**
 - **Any supportive services paid during the month of June would go with FY26**
 - **Supportive services paid in July or August would go on FY27.**

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 \$6,000 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.**
- **Justification can include:**
 - ❖ **Participant Financial Aid changes**
 - ❖ **Maintained monthly contact**
 - ❖ **Maintained high GPA**
 - ❖ **Needs funds for certification testing**

Financial Needs Analysis

- You do not have to split funds equally such as \$3,000 per semester.
- Budgets can and WILL likely be changed throughout the year.
 - Anytime a budget is updated it **MUST** be uploaded to KEE Suite
- If participant changes training programs, it goes on the same budget. They do not start a new budget.

Financial Needs Analysis

- **JT# = Vendor Number, you will not have this until they are added to the Client Spreadsheet.**
- **Keep an eye on the Client Spreadsheet, it will let you know when expenses are paid and when you need to de-obligate the budget.**
- **Double check funding stream (A/DW/Y) before submitting and if participant is Career Pathway**
- **When updating budgets make sure you change the date where you sign at the bottom. Highlight the changes made.**

Tuition

- Tuition is paid first
- Tuition can be paid when
 - ✓ Student's Federal Financial Aid does not cover tuition in full
 - ✓ Training Provider is on the ETPL
 - ✓ Program of Study is on the ETPL
- If Training Provider is not on the ETPL you can pay Supportive Services only

Policy #2: Supportive Services

- **Transportation**

- ☐ You must upload Google Maps for training AND “clinicals”
- ☐ \$0.43 / mile or actual cost of public transportation
- ☐ One roundtrip / day
- ☐ \$20 / day maximum

- **Childcare**

- ☐ \$20 / day for 1 child
- ☐ \$26 / day for 2 children
- ☐ \$35 / day for 3 children
- ☐ \$46 / day for 4+ children
- ☐ **\$200 Maximum per week**

- **Supplies**

- ☐ We cannot purchase supplies that are not on the Supply List.

Supportive Services

- **Logs and reimbursement request must be submitted in a timely manner**
 - **Timeliness is defined as up to 30 days after the activity occurred. (Policy #29 “Invoicing and Support Requests”)**
 - **Supportive Services are provided because there is a need.**

Common Disallowed Costs

- **When reviewing mileage and childcare requests, be very aware of school holidays, weekends, and school breaks. This is one of the most common errors that result in disallowed costs.**
- **Documents not being uploaded such as: Cost of Attendance, Financial Aid, School Schedule, and Grades**
- **Fiscal Year's are not correctly entered, especially with summer sessions.**

De-obligate Budgets

- **De-ob = take off whatever was not used that semester. It can be added to another semester in the same FY.**
- **The Client Spreadsheet will show you what has been budgeted and what has been paid.**
- **All Budgets must be de-obligated at the end of each semester and uploaded to KEE Suite.**

Financial Needs Analysis Closure

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

Financial Needs Analysis Closure

Table Number 1: FINANCIAL AID AND SCHOLARSHIPS

Quarter/ Semester and Year	PELL	CAP	Scholarship	Other (list source below)	Other (list source below)	Total Award
Fall 2024	\$3,697.00	\$1,250.00	\$0.00	\$750.00	\$0.00	\$5,697.00
Spring 2025	\$3,697.00	Pending	\$0.00	\$750.00	\$0.00	\$4,447.00
Summer (FY25)	Pending	Pending	\$0.00	\$0.00	\$0.00	\$0.00
Fall 2025	Pending	Pending	\$0.00	\$0.00	\$0.00	\$0.00
Spring 2026	Pending	Pending	\$0.00	\$0.00	\$0.00	\$0.00
						\$0.00
						\$0.00
						\$0.00
Total	\$7,394.00	\$1,250.00	\$0.00	\$1,500.00	\$0.00	\$10,144.00
List other Source Funding						

Table Number 2: TENCO FUNDING INCLUDING TRADE

Quarter/ Semester and Year	(If Applicable) DW/T	Tuition and Fees	Books	Supplies	(If Applicable) DW/T	Transportation	Child Care	Total Obligation
Fall 2024		\$1,500.00	\$0.00	\$100.00		\$500.00		\$2,100.00
Spring 2025		\$0.00	\$900.00	\$500.00		\$500.00		\$1,900.00
Summer (FY25)		\$0.00	\$0.00	\$0.00		\$0.00		\$0.00
Fall 2025		\$1,200.00	\$300.00	\$400.00		\$600.00		\$2,500.00
Spring 2026		\$0.00	\$300.00	\$600.00		\$600.00		\$1,500.00
								\$0.00
								\$0.00
								\$0.00
Total		\$2,700.00	\$1,500.00	\$1,600.00		\$2,200.00	\$0.00	\$8,000.00
Trade Budget								\$0.00

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.

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.

Client Spreadsheet - Balance

Balance						
Tuition	Books	Supplies	Subsistence	Mileage	Childcare	Total
0.00	0.00	100.00	0.00	500.00	0.00	600.00
0.00	900.00	500.00	0.00	500.00	0.00	1,900.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00
1,200.00	300.00	400.00	0.00	600.00	0.00	2,500.00
0.00	300.00	600.00	0.00	600.00	0.00	1,500.00
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 been paid and will be \$0 when the budget has been de-obligated.

Financial Needs Analysis Closure

Quarter/ Semester and Year	(If Applicable) DW/T	Tuition and Fees	Books	Supplies	(If Applicable) DW/T	Transportation	Child Care	Total Obligation
Fall 2024		\$1,500.00	\$0.00	\$0.00		\$0.00		\$1,500.00
Spring 2025		\$0.00	\$900.00	\$600.00		\$500.00		\$2,000.00
Summer (FY25)		\$500.00	\$0.00	\$0.00		\$0.00		\$500.00
Fall 2025		\$1,200.00	\$300.00	\$400.00		\$600.00		\$2,500.00
Spring 2026		\$0.00	\$300.00	\$600.00		\$600.00		\$1,500.00
								\$0.00
								\$0.00
								\$0.00
Total		\$3,200.00	\$1,500.00	\$1,600.00		\$1,700.00	\$0.00	\$8,000.00
Trade Budget								\$0.00

- Moved \$100 supplies to Spring 2025 supplies.
- Moved \$500 transportation to Summer (FY25) Tuition

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
0.00	0.00	0.00	0.00	0.00	0.00	0.00
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
0.00	300.00	600.00	0.00	600.00	0.00	1,500.00
1,700.00	1,500.00	1,600.00	0.00	1,700.00	0.00	6,500.00

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

TENCO WORKFORCE DEVELOPMENT BOARD TITLE I SERVICES VOUCHER FOR TRAINING PROVIDERS

This voucher is considered to be an obligation of funding, up to the amounts specified for Title I award to training provider on behalf of the individual identified on this form. Title I Workforce Innovation and Opportunity Act funds have been obligated to cover allowable educational expenses incurred by the participant, up to the amount specified for all sources. 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 occurred. **The funding amount on this voucher will expire 90 days after issuance. This voucher, along with an invoice must be presented to TENCO by the vendor within 30 days of incurred cost.**

☐ TRADE PARTICIPANTS - DO NOT USE PELL FUNDS ☐ ADULT/DW/Youth - USE PELL FUNDS FIRST

Educational Institution: _____	
Name of Participant: _____	Student I.D. _____
Address: _____	Phone _____
_____	Major _____

Cost of Attendance (Per School Documentation): _____

Total of All Grants (Federal, State, Other): _____

Total Unmet Educational Need: _____

Total Anticipated WIOA Title 1 funding Awarded for School Year: _____

Actual Training Start Date: _____ Tuition: _____

Term End Date: _____ Fees: _____

Send all invoices for payment to: TENCO Workforce Development Area
Buffalo Trace Area Development District
P.O. Box 460
Maysville, KY 41056
Phone:(606) 564-6894 Fax: (606)564-0955

I hereby authorize the obligation of Workforce Innovation and Opportunity Act Title I funds to be paid to the educational institution listed above on behalf of the identified student. The financial aid office of the educational institution has been notified of this award and understands that this is an obligation of federal funding on behalf of the student. The amount awarded as shown in "WIOA Title I Funding Awarded to Training Provider" will not be altered, unless the student fails to enroll in classes for which he/she is registered or prices change prior to the Title I representative becoming aware of such price changes. **Billing is to be within 30 days of incurred costs.**

WIOA Title I Representative _____ Date _____

Representative of Training Provider _____ Date _____

Vouchers

- **Supply Vouchers are written directly to the Vendor.**
- **Vouchers cannot be for more than the budget allows for the category.**
 - **If the FNA has \$500 for books, the voucher cannot be for \$550 without updating the FNA**
 - **If multiple vendors are used, a voucher must be written to each vendor and the total amount approved cannot exceed what is on FNA**
- **Voucher goes to Vendor and copies are given to the Workforce Financial Specialist and uploaded to KEE Suite**

TENCO WORKFORCE DEVELOPMENT BOARD
TITLE I SERVICES VOUCHER FOR VENDOR SERVICES

This voucher is considered to be an obligation of funding, up to the amounts specified for Title I, on behalf of the individual identified on this form. Title I 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 occurred. **The funding amount on this voucher will expire 90 days after issuance. This voucher, along with an invoice must be presented to TENCO by the vendor within 30 days of incurred cost.**

Vendor or Supplier Name: _____	
Address: _____ _____ _____	Phone: _____ Fax: _____

Name of Participant: _____ Address: _____ _____ _____	Student ID: _____ Phone: _____ Major: _____
--	--

<u>List of Approved Books/Supplies/Services</u>	<u>Amount Approved</u>
Total Amount Approved from TENCO WIOA:	\$

Send all invoices for payment to:

**Buffalo Trace Area Development District
TENCO Workforce Development Area
P.O. Box 460
Maysville, KY 41056
Phone: (606) 564-6894 Fax: (606) 564-0955**

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.

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 item. 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.**

Vendor Representative _____ Date _____

Participant Reimbursements

- **Reimbursements can be made to participants for**
 - **Mileage**
 - **Childcare**
 - **Supplies**
 - **Books**

Participant Reimbursements

- 1. Student purchases the supply or book and submits the itemized receipt to the counselor.**
- 2. Counselor needs to let participant know it may be a month before they receive their check.**
- 3. Counselor reviews the receipt and makes sure items align with policy.**
- 4. Counselor submits request to Workforce Financial Specialist for participant reimbursement.**

Forms : Child Care Expense Form

- **Must be completed with each reimbursement request.**



TENCO WORKFORCE DEVELOPMENT BOARD
Buffalo Trace Area Development District
201 Government Street, Suite 300
Maysville, Kentucky 41056

Rev.07/15

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TENCO Child Care Expense Form

- WDA Participant: _____
- Child Care Provider: _____
- Provider contact information: _____
Address and Phone Number
- Child Care Services Provided from _____
Month Day Year
▪ through _____
Month 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

_____ Payment in the amount of \$ _____ for the above services has been received.

_____ Payment for the above services has not been received.

_____ Payment for prior month's services has been received.

Signature of Child Care Provider

Date

❖ *This form should be attached to the Mileage/Child Care Reimbursement Request on a monthly basis.*

- **Must be completed with each reimbursement request.**
- **One month per request**

Participant's Name: _____ JT# _____ Adult ____ DW ____ Youth ____

Program of Study: _____ KY# _____ Approved Miles _____

School or Provider: _____ Number of Children: _____ Month: _____

[illegible]

I attest to the accuracy and legitimacy of all costs incurred as represented on this form. (Include childcare expense form)

Participant Signature: _____ Date: _____

Staff Use Only: I have reviewed this form from participant and reviewed for accuracy.
Initials _____ Date _____

Continuation of Funding

Policy # 30

- **Students must remain full time however exceptions can be made.**
- **Those who withdraw or fail a class must be able to complete their training program within their approved timeframe.**
- **FAFSA must be completed each year unless you can document that it is a school and/or program that is not Pell eligible.**
- **Maintain monthly contact with Career Counselors.**
- **Maintain 2.0 GPA each semester.**

FAQ

- **What do I do if they are not eligible for funding but haven't finished their program?**
 - ☐ You can ask for an additional semester of funding
 - ☐ What other financial aid is available for them? Ky Work Ready Scholarship?
 - ☐ Other services you can provide such as Youth Elements, resume development, interview prep, etc.

FAQ

- **Can a student pursuing a 2-year degree ever receive more than \$12,000 in funding?**

Yes. Example:

○ Semester 1: Spring 2026	\$6,000
○ Semester 2: Fall 2026	\$4,000
○ Semester 3: Spring 2027	\$2,000
○ Semester 4: Fall 2027	\$6,000
Total	\$18,000

FAQ

- **Can a student pursuing a 2-year degree ever have a budget for more than two fiscal years?**

Yes. Example:

- **Semester 1: Spring 2026 (FY 26)**
- **Semester 2: Fall 2026 (FY 27)**
- **Semester 3: Spring 2027 (FY 27)**
- **Semester 4: Fall 2027 (FY 28)**

FAQ

- **Can a student pursuing a 2-year degree have a budget for more than 4 semesters?**

Yes

- **Semester 1: Fall 2026 \$4,000**
- **Semester 2: Spring 2027 \$1,500**
- **Semester 3: Summer FY27 \$500**
- **Semester 4: Fall 2027 \$2,000**
- **Semester 5: Spring 2028 \$2,000**

Work Experience Timesheets

Rev. 12/12/2024

- **Start/end time must have AM or PM and need to be 00, 15, 30 or 45.**
 - Such as 8:00 am or 2:45 pm
- **Signatures Requires:**
 - Participant
 - Worksite Supervisor
 - Contract Representative



TENCO Workforce Investment Board is a
Proud Member of America's Workforce Network SM

TENCO Workforce Innovation and Opportunity Act
YOUTH WORK EXPERIENCE TIME SHEET

Pay Period _____ - _____
Paydate _____

Name: _____ Worksite: _____
Student Wage Per Hour: _____ Contractor: _____

Day/Date	Mon.	Day/Date	Tues.	Day/Date	Wed.	Day/Date	Thurs.
Time In		Time In		Time In		Time In	
Lunch Out		Lunch Out		Lunch Out		Lunch Out	
Lunch In		Lunch In		Lunch In		Lunch In	
Time Out		Time Out		Time Out		Time Out	
Total		Total		Total		Total	
Day/Date	Fri.	Day/Date	Sat.	Day/Date	Sun.		
Time In		Time In		Time In			
Lunch Out		Lunch Out		Lunch Out			
Lunch In		Lunch In		Lunch In			
Time Out		Time Out		Time Out			
Total		Total		Total			
Day/Date	Mon.	Day/Date	Tues.	Day/Date	Wed.	Day/Date	Thurs.
Time In		Time In		Time In		Time In	
Lunch Out		Lunch Out		Lunch Out		Lunch Out	
Lunch In		Lunch In		Lunch In		Lunch In	
Time Out		Time Out		Time Out		Time Out	
Total		Total		Total		Total	
Day/Date	Fri.	Day/Date	Sat.	Day/Date	Sun.		
Time In		Time In		Time In			
Lunch Out		Lunch Out		Lunch Out			
Lunch In		Lunch In		Lunch In			
Time Out		Time Out		Time Out			
Total		Total		Total			

I certify that the above information is correct.

Participant Signature: _____ Worksite Supervisor Signature: _____

Contract Representative Signature: _____

In-School

Out of School

Total allocated work hours	
(-) Hours worked this pay period	
(-) Prior cumulative hours	
(=) Hours remaining	

Work Experience Timesheets

- **If participant works more than 5 hours, they must take a 30-minute unpaid lunch.**
- **Follow your contract on allowable time per day**
- **Complete bottom section for each timesheet**
- **Must be completed in ink.**

Work Experience Timesheets

- **Training Plan and Worksite Agreement must be uploaded to KEE Suite**
- **Time cannot be paid prior to the dates on the TP and WA, including signature**
- **If you edit a timesheet or other document due to invoicing, make sure you upload it in KEE Suite**
- **Put a strikethrough and initial – no white out or scribble**

Questions?

