

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
ADMINISTRATIVE PROCEDURES
INDIVIDUAL TRAINING ACCOUNTS**

I. Programs and Courses

It is the responsibility of the training provider to maintain updated program/course information with our Department. Providers may submit program/course information via the internet with a User ID and Password to the Missouri Education and Career Hotlink (MECH) web site:

<http://www.missouricareersource.com/mech/owa/dese.login>

If a provider is required to submit information regarding their programs to the Missouri Department of Higher Education (DHE), they must continue to do so; DESE will obtain that information from DHE electronically. Information not required to be submitted to DHE can be updated directly on MECH.

Providers who have not received a User ID/Password to login to the MECH website should contact DESE's Employment Training Section at (573) 751-7563.

II. Tuition Charges, Reimbursements and Allowable Costs

- A. Tuition Charges and Reimbursements. Standard tuition rates for a course(s) established by the institution will be the basis for calculating reimbursement payments for an individual training account. Charges for training cannot be more than that charged to the general public.
1. The instructional periods of the training institution (quarters, terms or semesters) shall determine the tuition payment schedule. However, the following exceptions shall apply:
 - a. Any instructional period that is twenty (20) weeks but no more than thirty-nine (39) weeks will be divided into a minimum of two (2) equal instructional periods;
 - b. Any instructional period that is forty(40) weeks but no more than fifty-nine (59) weeks will be divided into three (3) equal instructional periods;
 - c. Courses with instructional periods that are sixty (60) weeks or more will be divided into additional segments of twenty (20) weeks; and

- d. Licensed practical nursing, surgical technology, respiratory therapy, dental technology, emergency medical technician, paramedic and radiology programs are exempt from the provisions of II.A.1.b. Institutions offering these approved programs should request reimbursement based on the same method used to request reimbursement from the general public.
- B. Title IV funds and WIA funds must be coordinated. The training institution agrees that its financial aid officer must provide the referring agency with information concerning the amounts and disposition of HEA Title IV Awards and other types of financial aid to each WIA participant served.
- C. If the training institution receives both Title IV and WIA funds for the same student, the training institution may not retain both to cover the same costs.
- D. When a referring office submits a Job Training Individual Training Account form, DESE-6, indicating that the costs to be paid for a student are something other than what the program/course actually costs, we will authorize the costs the referring office submits as long as it is the same or less than what the program/course costs. If the referring office submits a "6" indicating that the costs to be paid are higher than what the program/course actually costs, we will not authorize the higher costs for tuition or fees.

However, for supplies we will authorize the higher costs since the training institution must document these costs when submitting the billing.

III. Billings

- A. For each instructional period, billings may be submitted upon the first day of class, provided the student was in attendance. Bills should be submitted by the last working day of the month or the thirtieth day of the month (whichever comes first) in order for those bills to be processed and paid the following month. For billing purposes, the training institution must use the billing form provided by DESE (Individual Training Account Billing Form) and submit with documentation of expenses attached.
 - 1. For billing purposes, the student must be attending the program before submitting an invoice to DESE.
 - 2. A training institution may not bill twice for the same course.
 - 3. DESE is to be billed at the lowest rate available.
- B. Payment for training services are dependent upon the receipt of funds by DESE from the awarding party or funding source.
- C. When submitting WIA billings to DESE the following must be adhered to:

The school may only bill for actual costs incurred. Documentation is required for all expenses. There must be documentation for all tuition, fees, and supply costs being billed. If the documentation does not support the costs being billed, payment will be withheld until appropriate documentation is submitted.

1. Payment for books, tools and other supply costs must be documented. Such documentation must be forwarded to DESE accompanying the appropriate billing form. All supply costs must be reasonable and it must be an item that is required to complete the class. For example, a watch with a second hand would be an acceptable supply cost for a student enrolled in a Registered Nurse program. A book bag would not be an acceptable supply cost for any program; it is not a necessity or a requirement of a class. DESE may, at its option, correct billings to comply with this policy.
 2. Billings submitted incorrectly will either be corrected by DESE staff or returned to the training institution for correction. Billings corrected and changed by DESE staff may be done so without prior training institution approval.
 3. Changes when they occur will be consistent with the most recent individual training account to facilitate prompt payment. Corrections to billings will be reflected on the payment printout included with the monthly payment. Corrections, when required, may delay payment by one month.
- D. Payment may be withheld or training institution approval may be revoked or suspended by DESE for inaccurate or fraudulent documentation.
- E. In the case of student termination, (defined as the last day of attendance) the refund policy of the institution shall be applied. Should a refund be required, this refund should be sent to our Department (payable to the Treasurer of the State of Missouri, to the attention of Employment Training Section), or DESE may, at its option, withhold an equal amount from future reimbursements.
1. The instructional period in which the student terminated will be the basis for determining the refund. The refund policy will be applied to the payment made for the last instructional period attended. Payments will not be made for subsequent instructional periods.
- F. Equipment, books, tools and supplies paid with Job Training funds are the property of the student to whom they were issued.

IV. Reports and Record Keeping

- A. The training institution must maintain participant records pertaining to the program for a period of three (3) years from the end of each fiscal year.
- B. WIA participant records that should be maintained are:

1. DESE-6a: Individual Training/Referral Account
 2. DESE-2: Individual Training Account Billing Form
 3. DESE-4: Workforce Development System Participant Termination Report
 4. Attendance records (i.e. time cards, class records, etc.) which support the reimbursement method which is utilized.
 5. Source documentation for supplies and tools which are reimbursed.
- C. Documentation must be maintained on all students that support the data submitted to the State to meet the requirements of Section III and V of the Workforce Investment Act Training Provider Certification.