


<b>MARICOPA COUNTY</b>  HUMAN SERVICES DEPARTMENT Workforce Development Division	<b>SECTION/REFERENCE</b> 20 CFR 663.320	<b>PAGE 1 OF 2</b>
	<b>ORIGINAL ISSUE DATE</b> February 2004	<b>REVISION DATE</b> July 2011
	<b>AUTHORIZED BY:</b> Patrick Burkhart, Assistant Director	
<b>SUBJECT:</b> Financial Assistance for WIA Youth Participants		<b>ADDENDA:</b>

**Purpose:**

To establish a process for coordination of financial aid for WIA Youth Participants approved for training services.

**Responsibility of:**

Contractors, WIA Participant

**Process Description:**

Per the WIA Regulations (663.320), WIA funding for training is limited to participants who:

1. Are unable to obtain grant assistance from other sources to pay the costs of their training; or
2. Require assistance beyond that available under grant assistance from other sources to pay the costs of such training. Program operators and training providers must coordinate funds available to pay for training.

WIA funds are to be used to supplement other sources of training funds. Contractors must consider other funding sources including Pell Grants, One-Stop partner programs, other programs, TANF programs, scholarships, etc...

Contractors need to verify if the participant is enrolled in any other programs in order to not only leverage resources but to avoid any duplication of effort and resources. Any and all financial aid is to be coordinated and documented to fully utilize all available funds.

**Pell Grants**

Customers will be required to apply for a Pell Grant. Exceptions are programs that are not Pell-eligible, customers with a BA degree, or customers that have defaulted on a student loan.

As training funds are generally limited the Pell Grant is to be applied first towards training costs. WIA funds will be used for any remaining training costs up to the maximum ITA/OTA amount of \$4,000.

Participants are to be informed that a training request for a full the amount of the training will be processed. However if the Pell Grant is awarded it will be applied to tuition, books, equipments etc, and WIA funds will be used for to pay the balance up to the current ITA/OTA cap.

The Training Provider or participant will provide the case manager with a copy of the Pell Grant award letter to verify the amount of the Pell Grant. This documentation will be maintained in the participant file.

Note: If participant is not receiving WIA training dollars this requirement for documentation does not apply. However, case notes will reflect any financial assistance provided.

Per Section 663.320 of the WIA final rules, WIA participants may enroll in WIA-funded training while his/her application for a Pell Grant is pending as long as staff has made arrangements with the training provider and the

WIA participant regarding allocation of the Pell Grant, if it is subsequently awarded. The training provider must reimburse WDD the WIA funds used to underwrite the training for the amount the Pell Grant covers. Reimbursement is not required from the portion of Pell Grant assistance disbursed to the WIA participants for education-related expenses. (WIA Section 134(d) (4) (B))