



**WORKFORCE DEVELOPMENT  
BOARD OF MADERA COUNTY**

**RECOVERY OF WIOA TUITION AND TRAINING REFUNDS POLICY**

EDD Revision Date: 8/18/04

WDB Review Date: 10/21/04; 3/22/07; 12/17/15, 12/15/16

**EXECUTIVE SUMMARY:**

**Purpose:**

This document establishes the Workforce Development Board of Madera County's policy on recovery of WIOA tuition and training refunds for local Workforce Innovation and Opportunity Act (WIOA) Title I – financially assisted programs or activities.

**Scope:**

This policy and related procedures apply to the local Workforce Development Area and other WIOA Title I – funded or financially assisted service providers, vendors, and subrecipients.

**Effective Date:**

This policy is effective on the date of approval by the Workforce Development Board of Madera County.

**REFERENCES:**

- WIOA Section 134(c)(3)(F)(iv)
- Title 20 Code of Federal Regulations (CFR), Section 680.230
- Office of Management and Budget, Uniform Administrative Guidance

**BACKGROUND:**

The WIOA Final Regulations, Title 20 CFR 683.410(a)(1) states it is the responsibility of the recipient and each subrecipient to conduct regular oversight and monitoring of its WIOA activities and those of its subrecipients and contractors in order to determine expenditures have been made against the cost categories and within the cost limitations specified in WIOA and the regulations. A past Department of Labor audit found that some subrecipients do not have a process or procedure in place for the recovery of unused WIOA training monies and/or tuition refunds. Previous State guidance requires Local Workforce Development Areas and other sub-grantees or subrecipients to have policies and procedures in place to recover Workforce Innovation and Opportunity Act (WIOA) training and/or tuition refunds.

## **POLICY AND PROCEDURES:**

***All subrecipients of WIOA funds must produce and maintain a written policy/procedure at the local level to ensure the recovery of unused WIOA training monies.***

- ***Who is the responsible party for acknowledging/determining a refund is due for early termination of a participant's training?***

The assigned Career Specialist is responsible for monitoring the progress of each of their participants. They receive and approve monthly attendance data from each school and approve payment of monthly invoices from the training schools for each individual.

- ***How often is the participant tracked to determine the participant is still receiving training and to ensure prompt return of any unused training monies?***

The Career Specialist is responsible for monthly participant tracking to determine if monthly progress payments should be issued.

- ***Who is responsible for the collection process of any outstanding training and/or tuition refund?***

The Fiscal Department of the Madera County Workforce Investment Corporation (MCWIC) is responsible for collection of any outstanding training or tuition refunds which are due. The Fiscal Department will work in conjunction with the Career Specialist to ensure all refunds are received.

## **PROCEDURE:**

The Madera County Workforce Investment Corporation (MCWIC) will issue Vendor Contracts to training schools and any other approved organizations that will be providing participant training for WIOA-sponsored participants in Madera County. These agreements will detail the payment terms and completion requirements. The standard Vendor Contract states that progress payments will be made to the schools monthly, based on the actual hours of training received and then any remaining tuition amount due will be paid upon satisfactory completion of the training.

If a training provider is requesting advance payment of tuition, the MCWIC will obtain the designated training provider's standard policy regarding the amount of tuition that must be paid in advance to enroll or accept a participant. The previously issued State One-Stop Comprehensive Financial Management Technical Assistance Guide Chapter II-6-9 states that "unless specifically required as a condition of attendance, as in a tuition payment required before beginning a formal training course, payment should **not** be made in advance of the receipt of services." Consistent with this guidance, the MCWIC will negotiate any advanced payments with the training provider in order to minimize out of pocket expense prior to the start of training.

In any case where an advance payment is requested, the MCWIC staff will also verify the refund policy of the training provider as published in the school catalog for early termination of the participant from the training program.

The MCWIC will then have the following amended into the vendor agreement with that specific training provider to ensure prompt return of any unused WIOA funds for early participant dropout.

- Percentage of the advanced payment to be returned upon non-completion of courses
- Turnaround time of refund
- Time spent in training before a refund will no longer be honored
- Requirement for the training provider to notify the subrecipient of early participant dropout

Each month, the MCWIC Career Specialists will check with training providers to ensure clients are still in the training program. If services are no longer being rendered within the refund time line agreed upon in the training provider's contract, then a refund for the portion of services not received must be recovered. Failure to recover these costs will result in an audit finding and disallowed costs.

The Career Specialist will notify the MCWIC Fiscal Department that the individual is no longer attending training. The MCWIC Fiscal Department is responsible for collection of any outstanding training or tuition refunds which are due. The MCWIC Fiscal Department will work with the Career Specialist to ensure all refunds are received.

**Inquiries:**

If you have questions, please contact the Fiscal Manager at (559) 662-4500.