



Dual Training Grant 2022 Reimbursement Workshop

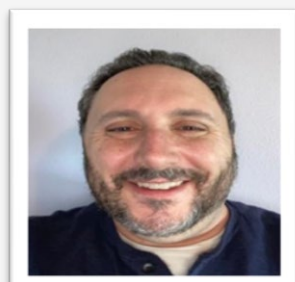
Presented by: Jacquelynn Mol Sletten
in collaboration with the Minnesota Dual-Training Pipeline Team



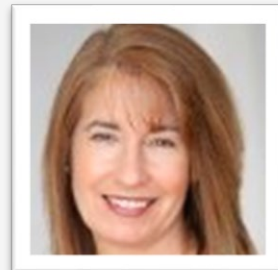
Welcome & Introductions



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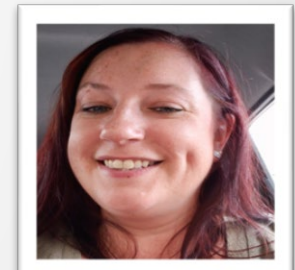
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Reimbursement Details

Reimbursement Expenditures

Allowable Expenditures

- Tuition
- Fees
- Required books
- Required materials

Unacceptable Expenditures

- Test-out fees
- Prior learning credit fees
- Credit conversion fees
- Exams not associated with courses
- Re-certification courses and/or exams
- On-the-job training
- Lodging
- Meals
- Program infrastructure
- Administrative staff

Reimbursement Expenditures

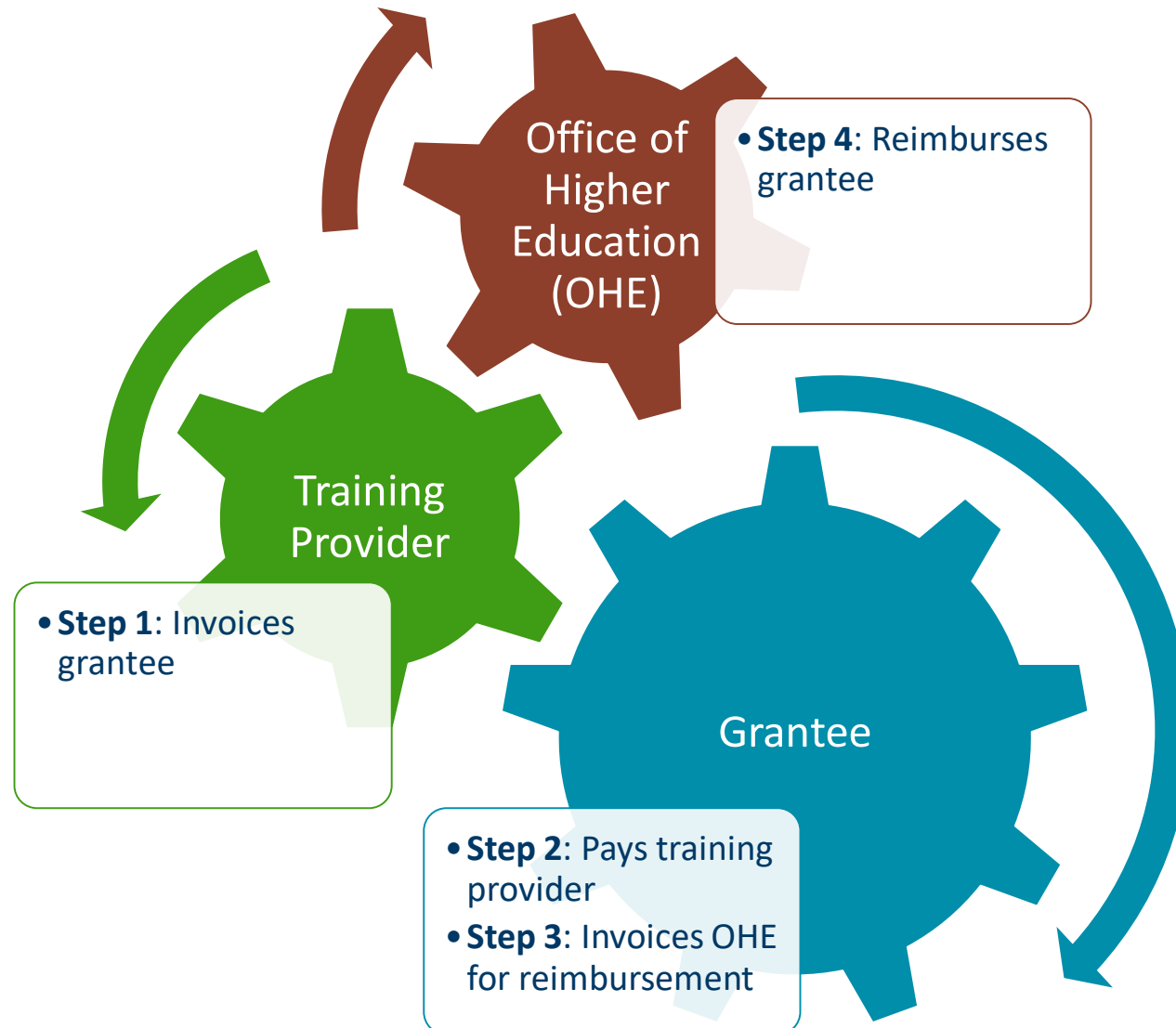
Clarify

Meaning of Required: The training provider has required the books and/or materials for the program and/or course. There must be documentation from the training provider stating the requirement (example: course syllabus). Books and/or materials that are suggested or recommended are not eligible for reimbursement through the grant.

Update

Page 14 of Request for Application (Round 11) states, “coursework already reimbursed through the grant” as an unacceptable expenditure. This has been updated to an allowable expenditures. Therefore, if a dual trainee needs to retake a course in order to progress in their program, the cost will be reimbursable through the grant.

Reimbursement Model



If a dual trainee receives other financial aid (grants, loans), the training provider may refund the aid directly to the dual trainee.

If a grantee does not pay for all costs, the training provider may bill the dual trainee.

Reimbursement Timeline

Dual Trainees Begin Training

- Contract must be effective
- Grantee works with training provider on invoicing

Grantee Invoiced for Training

- Dual trainee names
- Course schedules
- Course costs

Grantee Pays Training Provider

- 100% of training cost

Grantee Requests Reimbursement from Office of Higher Education

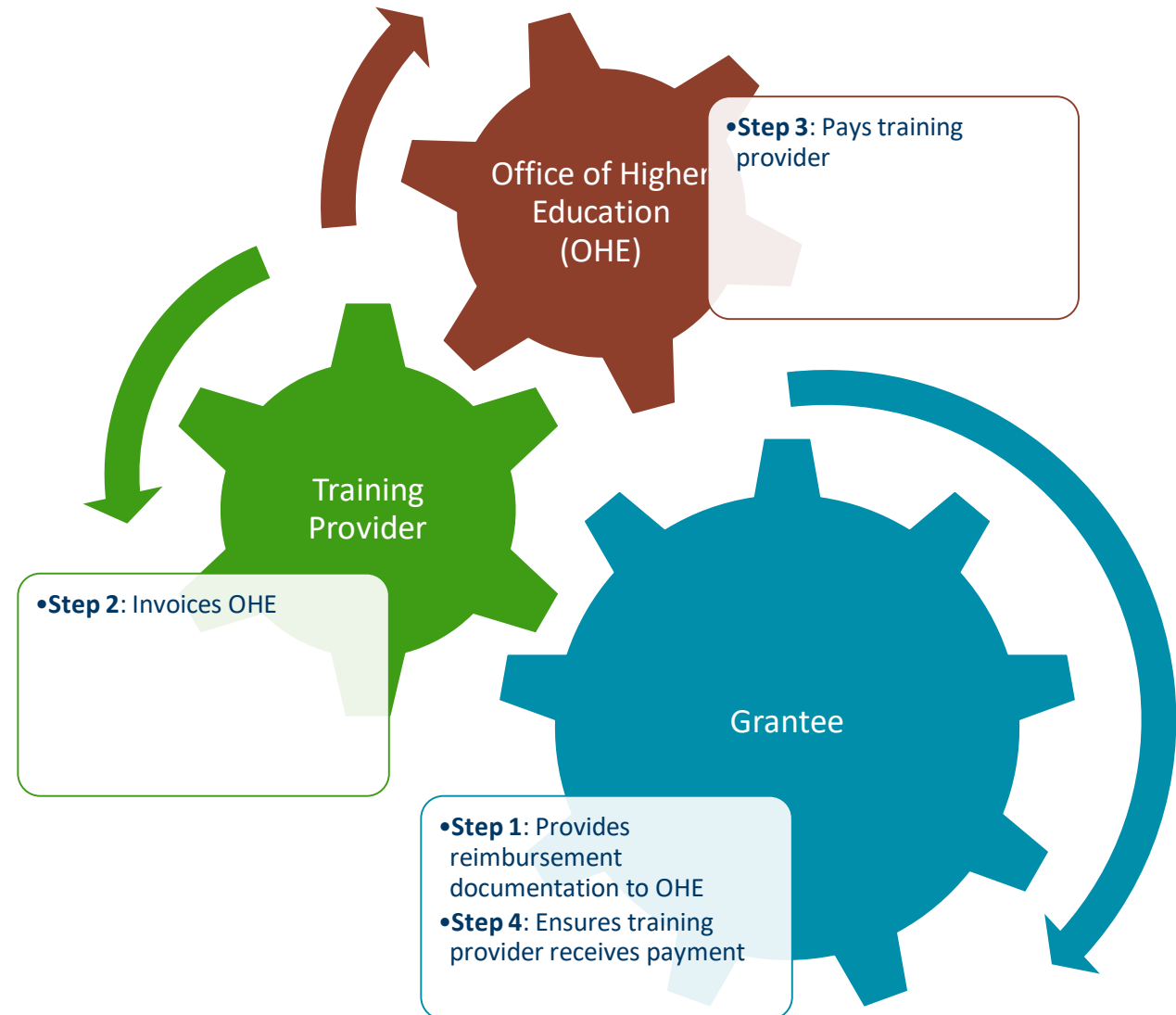
- Documentation

Grantee Receives Payment from Office of Higher Education

- Typically, 7 to 10 business days

Alternative Payment Model

OHE **may** approve alternative method of payment, if a grantee is unable to pay the training provider in advance based upon documentation of financial limitation. The training provider must be capable and willing to invoice OHE. Please contact OHE for further details.



Grantee Match Requirement

If grantee's annual gross revenue exceeded \$25,000,000 in previous calendar year (2021 for DTG Round 11), the grantee must pay for at least 25% of the training provider's cost for the eligible training, within means of the grant

- Wages and/or in-kind contributions cannot be considered as part of the 25%

Maximums: \$8,000 cost - \$2,000 employer = \$6,000 grant

Grantee Match Requirement Example

Fall Term: Cost \$4,850.00 - \$1,212.50 grantee (25%) = \$3,637.50 grant

Spring Term: Cost \$4,850.00 – \$787.50 grantee – \$1,700.00 dual trainee = \$2,362.50 grant

- Grantee paid \$2,000
- Grant paid \$6,000
- Dual trainee paid \$1,700

Important Notes

- Grantees may elect to pay all costs, above and beyond the grantee match requirement.
- Grantees should discuss cost breakdowns with dual trainees, so dual trainees are not surprised by owing balances to training providers.
- Grantees should connect dual trainees with financial aid offices, if applicable.

Reimbursement Deadlines

Grantee must submit an invoice no later than **30 days** after the end of the academic term or related instruction training course segment, whichever is later.

- The Office of Higher Education has up to **30 days** to issue payment to the grantee for a complete invoice. Typically, payment is sent the grantee within 7 to 10 business days of an approved invoice.

If the Office of Higher Education requests additional invoice documentation, the grantee has **45 days** from the date of the first invoice to supply the documentation. Failure to submit documentation within the timeframe will result in a VOID invoice and the grantee must submit an updated invoice.

Reimbursement Deadlines Example

Fall Term
Ends
12/16/22
(Example)

- Jan. 15, 2023: Deadline for grantee to submit invoice to Office of Higher Education
- Feb. 14, 2023: Deadline for Office of Higher Education to reimburse grantee

Spring Term
Ends
5/11/23
(Example)

- Jun. 10, 2023: Deadline for grantee to submit invoice to Office of Higher Education
- Jul. 10, 2023: Deadline for Office of Higher Education to reimburse grantee

Reimbursement Submission

When ready to submit invoice to Office of Higher Education, ASK ...

Is the Work Plan and Budget up-to-date?

Do you have all supporting documents?

If applicable, have all dual trainees submitted FAFSAs?

Reimbursement Documents

Invoice from Grantee to Office of Higher Education

- Welcome to use template

Invoice from Training Provider to Grantee

- Dual trainee name(s)
- Cost per dual trainee

Dual Trainee Schedule and Bill

- Align with work plan and budget

Proof of Payment to Training Provider

- Include training provider information, amount, and date

Additional Documents for Required Books/Materials

- Not applicable if charged directly on invoice by training provider

Send Reimbursement Documents To

Reimbursement Documents are Emailed to the
Office of Higher Education

Financial Aid Administrator: **jacquelynn.mol.sletten@state.mn.us**

AND

Accounting: **ar.ohe@state.mn.us**

Unique Reimbursement Questions

Can the DTG reimburse for the electricity needed to generate the mobile training unit that will be onsite at the employer?

Depends. The grant cannot reimburse for direct electrical costs. However, if the training provider has included the cost of electricity into the training charges to the grantee, the grant can reimburse for the cost of the training. This does not mean a separate electric charge can be on the invoice. This does mean that cost could be included into the overall training cost (example: Welding Course = \$1,200 per trainee). Often, the cost is not included into the training cost.

Can DTG reimburse for an Apple watch?

Depends. The grant can reimburse for any program and/or course materials that are required by the training provider. If a training provider requires that a watch be purchased and can provide documentation, the grant can cover the cost of the watch (example: Medical Assistant).

However, most grantees have conversations with dual trainees about reasonable material purchases. If the grantee does not pay for the watch, then the grant cannot reimburse the grantee.

Unique Reimbursement Questions

Can DTG reimburse for a laptop and/or software?

Yes. The grant can reimburse for any program and/or course materials that are required by the training provider. If a training provider requires that a laptop and/or software be purchased and can provide documentation, the grant can cover the cost (example: Mechatronics).

Can DTG transition to a new employer?

No. The DTG is assigned to the original grantee. If a dual trainee leaves employment with the grantee, the grant can no longer reimburse for training. A dual trainee could potentially change employment to another grantee and receive benefits if the new grantee has remaining eligibility.

Can DTG reimburse for a dual trainee who has been laid off but is continuing their education program?

No. The DTG can only reimburse for dual trainees who are employed. If the dual trainee had training costs prior to the lay off, those costs can still be submitted through the grant.



Reimbursement Examples

Reimbursement Examples

Basic Example

- Did the training provider require books and materials which are charged on invoice?
- Did the training provider invoice the grantee prior to financial aid?
- Is the grantee match amount accurate (rounding) on the invoice to the Office of Higher Education?
- Is proof of payment sufficient?

Complex Example

- Did the dual trainee provide an original receipt for books and/or materials purchased outside the training provider?
- Did the grantee reimburse the dual trainee?

Reimbursement Checklist & Reimbursement Worksheet

Tools used by the Office of Higher Education to track reimbursement requests

Reimbursement Best Practices

- Set calendar reminders to review grant documents and gather reimbursement documents
- Ask for clarification before paying training provider
- Submit one Dual Training Grant invoice per training provider
- Organize reimbursement documents by grouping together by dual trainee
- Be thorough, but also consider whether reimbursement documents are manageable in size
- Plan to be available for follow-up questions and requests for additional reimbursement documents
- Ensure another staff member or successor can easily locate and interpret reimbursement documents



Upcoming Dual Training Grant Events

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Dual Trainee Welcome Session

August 18th from 1:30 to 2:15pm

DTG Annual Report Workshop (Rounds 9 & 10)

September 7th from 1:00 to 2:00pm

DTG Reimbursement Workshop

October 12th from 11:00am to Noon

DTG Monitoring Workshop

November 14th from Noon to 1:00pm

More information and Microsoft Teams links to join:

<https://www.ohe.state.mn.us/mPg.cfm?pageID=2427>





Questions?

Thank You!