



Dual Training Grant 2023 Reimbursement Workshop

Presented by:

Jacquelynn Mol Sletten, MN Office of Higher Education

Kori Carlson, Community Dental Care

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Welcome & Introductions



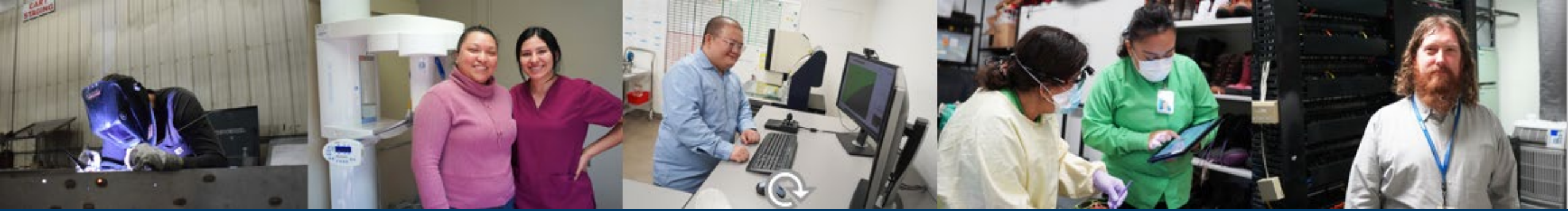
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- ❑ Reimbursement Policies & Procedures
- ❑ Reimbursement Setup & Submission
- ❑ Reimbursement Review & Approval
- ❑ Upcoming Dual-Training Events & Future Changes



Reimbursement Policies & Procedures

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Reimbursement Policies & Procedures

Prior to beginning their dual-training program, grantees should discuss the following with dual trainees ...

- **Education Costs**
 - What are allowable expenditures
 - What is the maximum amount reimbursed through the Dual Training Grant?
 - What is the maximum amount paid by the grantee?
 - What costs will be the responsibility of the dual trainee?
- **Timelines**
 - When does the dual trainee need to submit supporting documents to the grantee?
 - When will the training provider receive payment for instruction?
 - When will the grantee be reimbursed by the Dual Training Grant?
- **Other Financial Resources**
 - Employer Reimbursement Programs and/or Scholarships
 - Training Provider Financial Aid Office
 - Education Opportunity Center ([EOC](#)) is available for FAFSA assistance and financial planning at russell.rackowski@minneapolis.edu

Reimbursement Policies & Procedures

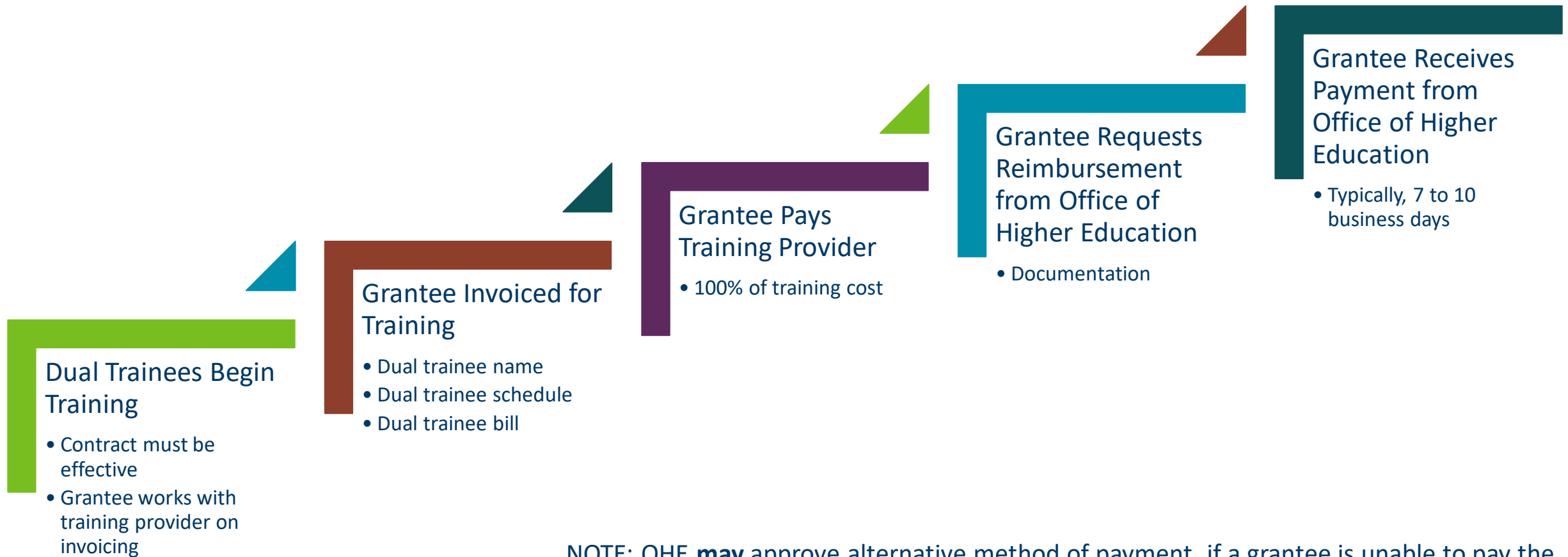
Congratulations, Grant Administrator!

You have arrived at the stage in which your dual trainee is learning in the classroom and on-the-job, without the worry of financing their education. Gathering and organizing documents for a reimbursement request takes time and is also very exciting. You have a tremendous impact on the success of each dual trainee.

The MN Office of Higher Education is available for any questions throughout the reimbursement process. Feel free to call or email. We will respond in a timely fashion.



Reimbursement Policies & Procedures



NOTE: 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.

Reimbursement Policies & Procedures

Allowable grant expenditures are limited to training provider costs directly required by training providers of:

- Tuition
- Fees
- Required books
- Required materials

Allowable grant expenditures categorized as fees extends to instances where an industry governing organization, other than the training provider, must administer examinations and award certificates or credentials. The training provider must ensure dual trainees are connected to governing organizations and follow through with exam procedures.

Reimbursement Policies & Procedures

Unacceptable expenditures include but are not limited to:

- Test-out fees
- Prior learning credit fees
- Internship stipends
- On-the-job training
- Mileage reimbursement
- Lodging
- Meals
- Dual-training program infrastructure
- Grant administrative staff
- Grant on-the-job training staff



Reimbursement Policies & Procedures

Prior to paying the training provider, grantees need to check ...

- **Allowable Expenditures**
 - Are the courses (tuition & fees) required for the related instruction program?
 - Are the books and materials required for the related instruction program?
- **Billing prior to Financial Aid**
 - Did the training provider bill the grantee prior to financial aid?
 - Did the dual trainee receive a “refund” from the training provider?
- **Billing Maximums**
 - Did the training provider bill within means of the \$6,000 Dual Training Grant maximum?
 - If applicable, did the training provider bill within means of the \$2,000 grantee maximum?

If any billing documents are raising questions, please review Dual Training Grant resources:

- Contract
- [Frequently Asked Questions](#)
- [Request for Application](#)

Reimbursement Policies & Procedures

Attention: Large Employers

If annual gross revenue exceeded \$25,000,000 in the previous calendar year (2022), the grantee must pay for at least 25% of the training provider's charges for related instruction.

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

Maximum Dual Training Grant is **\$6,000** per dual trainee.

Maximum grantee contribution (25%) is **\$2,000** per dual trainee.

Example

Fall Term: \$3,750 (cost) - \$937.50 (match) - \$0.00 (trainee) = \$2,812.50 (grant)

Spring Term: \$4,800 (cost) - 1,062.50 (match) - \$550.00 (trainee) = \$3,187.50 (grant)

Reimbursement Policies & Procedures

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 Policies & Procedures

The **Reimbursement Invoice Template** was attached in the Orientation Email (sent 5/16/23) and will be made available online in the [Workshop Archive](#).

Grantees **must** submit the following items to request reimbursement **no later than 30 days** after the end of a term or set of courses:

Invoice

- Dual trainee name
- Related instruction course name
- Related instruction total cost
- If applicable, 25% of related instruction cost covered by grantee
- If applicable, related instruction cost covered by dual trainee
- Related instruction cost charged to the grant

Supporting Documents

- Invoice from training provider to grantee
- Dual trainee course schedule (with details)
- Dual trainee bill (with details)
- Proof of Payment from grantee to training provider



Reimbursement Policies & Procedures

Reimbursement Documents must be emailed to the Office of Higher Education Financial Aid Administrator (jacquelynn.mol.sletten@state.mn.us) and Accounting Office (ar.ohe@state.mn.us).

The Office of Higher Education reserves the right to request additional documentation for verification of reimbursement. Grantees must respond and complete follow-up items **within 45 days** of requesting reimbursement.

The Office typically reviews reimbursement requests within one to three weeks of receipt.

The Office will promptly issue payment to a grantee **within 30 days** of receiving all required reimbursement documents. Typically, the Office issues payment within 7 to 10 business days.



Reimbursement Setup & Submission

Presented by:

Kori Carlson, Community Dental Care
See Thao, Community Dental Care

Reimbursement Setup & Submission

Community Dental Care's approach to reimbursement:

Community Dental Care (CDC) has been incredibly lucky to receive the DTG for the third year. It has been instrumental in recruiting and retaining clinical employees for our 5 dental clinics.

The DTG Pipeline Grant reimbursement process is a relatively easy process with a **BIG RETURN**. Reimbursement happens quickly when done correctly.

Focus should be on **two** main things:

- ★ Create a checklist of to-do items
- ★ GET ORGANIZED

Reimbursement Setup & Submission

Community Dental Cares' division of responsibilities for the reimbursement process:

Person #1 – Setup/enroll new trainees (HR)

- Email dual trainee Information about DTG & send the link for Participation Agreement
- Collect from dual trainee the following:
 - 3rd party billing agreement from training provider
 - School schedule and tuition bill
 - FAFSA confirmation
- Update Work Plan and Budget spreadsheet and send to Jacquelynn

Person #2 – Pay Invoices (Accounts Payable Department)

- Review invoices from schools for tuition and books
- Verify payments with HR
- Send payments to school (one check per school)

Person #3 – Reimbursement (HR)

- Review copy of payment that was sent to school
- Review that dual trainee has not reached max allowed amount for the year (spring/summer only)
- Fill out and submit reimbursement spreadsheet to Office of Higher Education (jacquelynn.mol.sletten@state.mn.us)
- Confirm payment/reimbursement has been received from the State of Minnesota

Reimbursement Setup & Submission

Community Dental Care's organization of reimbursement documents:

Training Provider Contacts

- ▶ Initial training provider agreements
- ▶ Third party billing agreements

Electronic folder system

- ▶ Dual Trainees
- ▶ Schools
- ▶ Schedules
- ▶ Bills

Delegation of duties

- ▶ Structure of who is responsible for pieces of the DTG/reimbursement process

Checklist

- ▶ Checklist to ensure that no steps are missed

Reimbursement Setup & Submission

Community Dental Care's organization of reimbursement documents (cont.):

Main Folder: Pipeline Grant

- **School Year**
 - 3rd Party Billing Agreements
 - Training Provider Agreements
 - Individual Employee Folders
 - Fall/ Spring / Summer
 - School schedule/ tuition bill
 - Other related documentation
- **Reimbursement Invoices**
 - Separate folders by year
 - Copy of paid invoices

Reimbursement Setup & Submission

Community Dental Care's best practices for reimbursement:

1. Stay organized

- a) Keep all receipts together per school
- b) Folder system

2. Examine invoice before paying

- a) Eligible expenses only
- b) Compare dual trainee bill versus training provider invoice

3. Review yearly total (spring and summer semester only) before sending to Office of Higher Education

4. Summarize any differences to Office of Higher Education (in email to Jacquelynn.mol.Sletten@state.mn.us)



Reimbursement Review & Approval

Presented by:

Jacquelynn Mol Sletten, MN Office of Higher Education

Reimbursement Review & Approval

Walkthrough of the Office of Higher Education's review process for a reimbursement submission.

- ✓ Invoice from Grantee
- ✓ Supporting Documentation from Grantee
- ✓ Checklist used by Office of Higher Education
- ✓ Reimbursement Worksheet used by Office of Higher Education



Demonstration with example to follow ...



Upcoming Dual-Training Events & Future Changes

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Upcoming Dual-Training Events & Future Changes

Dual Trainee Welcome Session

August 10th from 2:00 to 2:45pm

- Calendar Invite and Meeting Login already sent to Round 12 grantees

DTG Annual Report Workshop (Round 11 Only)

September 6th from 1:00 to 2:00pm

- Calendar Invite coming soon

DTG Monitoring Workshop

November 8th from 1:00 to 2:00pm

- Calendar Invite coming soon



Upcoming Dual-Training Events & Future Changes

Starting with Dual Training Grant Round 13

Application available March 2024

New Allowable Expenditures

Recommended Books & Material

- Part of the \$6,000 dual trainee maximum

Trainee Supports

- Separate funding category
 - Maximum is 10% of grant contract amount

Dual Trainee Lifetime Maximum

\$24,000 lifetime maximum

- Eliminated four-year maximum





Thank You!

Please contact the Minnesota Office of Higher Education with any reimbursement questions.