



**COUNTY OF LOS ANGELES
WORKFORCE DEVELOPMENT, AGING AND
COMMUNITY SERVICES**



**WORKFORCE DEVELOPMENT
PROGRAMS DIRECTIVE**

DATE: March 11, 2020

NUMBER: WDP D19-24

RECOVERY OF WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) TUITION AND TRAINING REFUNDS

EXECUTIVE SUMMARY

This directive provides the guidance and establishes procedures regarding the recovery of Workforce Innovation and Opportunity Act (WIOA) tuition and training refunds. This directive applies to all Los Angeles County America's Job Center of California (AJCCs) and is effective immediately.

This directive supersedes Los Angeles County WIA Adult and Dislocated Worker Directive LACOD-WIAD08-18 Recovery of WIA Tuition and Training Refunds.

REFERENCES

- One-Stop Comprehensive Financial Management Technical Assistance Guide (TAG), Department of Labor (DOL), July 2002, Section II-6-10, WIA Individual Training Accounts
- WIOA Sections 134(c)(3)(F)(i) – (iv), and 185(c)(3)
- Title 2 Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)
- Title 2 CFR Part 2900, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Department of Labor Exceptions)
- Title 20 CFR, WIOA Final Rule, Sections 680.230, 680.300, and Section 683.410(a)(1)
- State of California WSD19-10 – Recovery of WIOA Tuition and Training Refunds
- One-Stop Operator for Los Angeles County America's Job Centers of California (AJCCs) Subaward, Exhibit A1 – Workforce Innovation and Opportunity Act (WIOA) Title I Adult and Dislocated Worker Program Statement of Work.

BACKGROUND

The WIOA Final Rule, Title 20 CFR 683.410(a)(1) requires conduction of regular oversight and monitoring of WIOA activities in order to determine whethe expenditures have been made against the cost categories and within the cost limitations specified in WIOA and the regulations. In order to comply with this stipulation, a process and procedure must be in place for the recovery of unused WIOA training funds and/or tuition refunds.

POLICY AND PROCEDURES

All Los Angeles County AJCCs must:

- Identify the responsible party for a refund that is due for early termination of a participant's training.
- Determine if a participant is continuing to receive training and to ensure prompt return of any unused training monies.
- Collect any outstanding training and/or tuition refund.

Los Angeles County AJCCs should 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 One-Stop Comprehensive Financial Management TAG Section II-6-10 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." AJCCs should negotiate any advanced payments with the training provider in order to minimize out of pocket expense prior to the start of training.

Los Angeles County AJCCs must also verify the refund policy of the training provider for early termination of the participant from the training program. Items to research include the following:

- 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 immediately notify the AJCC if a WIOA participant drops out of a training program.

It is required to have these agreements in the form of a contract with the training provider to ensure prompt return of any unused WIOA funds for the early dropout of a participant.

Furthermore, all Los Angeles County AJCCs shall check with training providers to ensure participants are still in the training program monthly basis. If services are no longer being rendered within the refund timeline agreed upon in the training provider's contract, then a refund for the portion of services not received must be recovered. All refunds from training

refund for the portion of services not received must be recovered. All refunds from training providers shall be re-obligated toward training and tuition cost line items on your budget, or directly returned to the County. Failure to recover, re-obligate and/or return these costs, as appropriate, will result in an audit finding and disallowed costs.

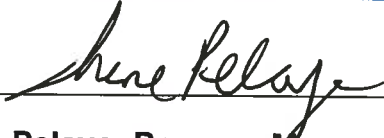
ACTION

Los Angeles County AJCCs shall ensure that the information provided herein is communicated throughout the operations, management and governance structure of the AJCC and that this Directive is appropriately maintained until further notice.

AJCCs must develop and implement written internal controls and procedures incorporating all the requirements written in this directive.

INQUIRIES

Inquiries regarding this directive and the policies and procedures described herein should be directed ajccops@wdacs.lacounty.gov.



**Irene Pelayo, Program Manager
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